

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

JANUARY 11, 1985

SUBJECT: PROCEDURE FOR SUBMITTING SUGGESTIONS—REVISED

PURPOSE: With the advent of diminishing resources, employee suggestions can be a valuable asset in achieving the goals and objectives of the Department. All Department employees are eligible and vigorously encouraged to submit suggestions which will create a better working environment and improve the operational efficiency within City departments. In addition to the benefits that the City will realize when a suggestion is adopted, the employee may be eligible for a commendation and a cash award. This Order revises the procedure for submitting Department employee suggestions.

PROCEDURE:

I. ELIGIBILITY REQUIREMENTS FOR AWARDS. All employees are eligible to submit suggestions. The following employees shall *not* be eligible to receive *monetary* awards resulting from suggestions, but shall be eligible for a commendation:

- * Chief of Police, Office Directors, bureau commanding officers, commanders, and Area or division commanding officers.
- * Employees administering the Department Employee Suggestion Award Program.
- * Employees who submit suggestions which are determined by the Commendations Board to be within the scope of their duties, as set forth in the civil service specifications for their respective class.

II. PROCEDURE FOR SUBMITTING SUGGESTIONS. Employees shall submit suggestions to their immediate supervisor on a City Employee Suggestion Form, Form General 150. The supervisor shall review the report and forward it to the employee's commanding officer. The concerned commanding officer shall review the suggestion and complete an Intradepartmental Correspondence, Form 15.2, evaluating the suggestion.

Note: The Employee's Report, Form 15.7, may be used when the City Employee Suggestion Form is inappropriate.

III. SUGGESTIONS CONCERNING THIS DEPARTMENT. When an employee's suggestion affects only this Department, the Form 15.2 shall be attached to the City Employee Suggestion Form, Form General 150, and forwarded through channels to the concerned organizational entity affected by the suggestion.

- * The commanding officer receiving the forwarded reports shall study the feasibility of the suggestion and, if appropriate, initiate steps to implement it.
- * Any adopted suggestion and a computation of estimated net savings for the first year shall be reported on a Form 15.2 and forwarded, via the Commanding Officer, Personnel and Training Bureau, to the Chairman of the Commendations Board.

Note: Estimated net savings for the first year is defined as the savings directly attributed to the suggestion during the first year, less implementation costs.

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- * When the findings disclose that the suggestion is not feasible, the commanding officer making that determination shall transmit a written report to the suggesting employee's commanding officer indicating the reasons for its disapproval.

IV. SUGGESTIONS CONCERNING OTHER CITY DEPARTMENTS. When an employee's suggestion concerns another City department, the Form General 150 shall be attached to the commanding officer's Form 15.2 and forwarded, via the Commanding Officer, Personnel and Training Bureau, to the Chairman of the Commendations Board.

- * Upon receipt of such correspondence, the Chairman of the Commendations Board shall attach a cover letter and submit these reports to the Director, Office of Administrative Services, for review prior to forwarding to the General Manager, Personnel Department, for referral to the concerned City department.


Note: The Chairman of the Commendations Board shall ensure that the Office of the Chief of Police receives a copy of all reports forwarded to the General Manager, Personnel Department.

- * In the event the Commendations Board receives notice from the General Manager, Personnel Department, or the other concerned City department that the suggestion was disapproved, the Chairman of the Commendations Board shall cause the commanding officer of the employee who proposed the suggestion to be notified.

FORM AVAILABILITY: The City Employee Suggestion Form, Form General 150, can be requisitioned through Supply Division.

AMENDMENTS: This Order amends Sections 3/750.20 and 3/750.25 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

FEBRUARY 15, 1985

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

I. USE OF PERSONAL TRANSPORTATION IN RESPONSE TO CIVIL SUBPOENAS.

Currently, officers subpoenaed as witnesses in a civil case must use City transportation whenever it is available or use personal transportation with prior approval of their watch commander. This Order allows officers to use their personal vehicle without obtaining their watch commander's approval.

Officers shall be permitted to use their personal vehicles for transportation when subpoenaed as a witness in a civil proceeding under the authority of Section 68097.1 or 68097.6 of the California Government Code. Officers electing to use private vehicles are entitled to receive compensation for mileage to and from the proceeding and reimbursement for parking costs (3/780.80).

Off-duty officers responding to a civil subpoena, pursuant to Section 68097.1 of the California Government Code, shall receive overtime compensation for travel time to and from the proceeding and the time required to remain at the proceeding.

AMENDMENTS: This Order amends Sections 3/780.60 and 3/780.80 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Operations Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. HANDGUN EVIDENCE ENVELOPE—ACTIVATED. This Order activates the Handgun Evidence Envelope, Form 10.20.0.

- * **Use of Form.** This form shall be used to package handguns and related items booked as evidence.
- * **Completion.** The booking employee shall complete the top portion of the Handgun Evidence Envelope. The remaining sections are to be completed as indicated by Property Division and Scientific Investigation Division personnel.

FORM AVAILABILITY: The Handgun Evidence Envelope, Form 10.20.0, is available at Supply Division. Unit of Issue P-50. Material Code No. 8513746.

AMENDMENT: This Order adds Section 5/10.20 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Scientific Investigation Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

III. IN-CUSTODY DEATH NOTIFICATION—REVISED. State law requires a medical review of all in-custody deaths to determine the adequacy of medical procedures. This review is conducted by Medical Services Division, Personnel Department. This Order establishes a procedure to ensure that the appropriate notifications are made.

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FEBRUARY 15, 1985

The Officer-In-Charge, Officer-Involved Shooting Section, Robbery-Homicide Division, is responsible for ensuring that the Supervisor, Jail Dispensaries, Medical Services Division, Personnel Department, at extension 4643, is notified of all in-custody deaths which occur in a Department detention facility. Notification shall be routinely made as soon as practicable during normal duty hours, Monday—Friday, 0730—1630 hours.

AMENDMENTS: This Order amends Sections 4/238.65 and 4/648.14 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Robbery-Homicide Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

IV. MERIT PAY REVIEW BOARD RECORDS—REVISED DISTRIBUTION. Currently, no Manual provision exists assigning responsibility for maintaining reports of Merit Pay Review Board proceedings. This Order revises the distribution and establishes responsibility for maintaining a complete file of all Merit Pay Review Board reports and evidence.

- A. **Chairman, Merit Pay Review Board—Responsibility.** The Chairman, Merit Pay Review Board, shall forward all evidence and documents presented to the Board, and any transcripts or tape recordings of the proceedings, to the Chief of Staff, Office of the Chief of Police.
- B. **Commanding Officer, Personnel Division—Responsibility.** The Commanding Officer, Personnel Division, shall forward a copy of all reports pertaining to the Merit Pay Review Board and a copy of the Chief of Police's final decision to the Chief of Staff, Office of the Chief of Police.
- C. **Chief of Staff, Office of the Chief of Police—Responsibility.** The Chief of Staff, Office of the Chief of Police, shall maintain a complete file of all Merit Pay Review Board reports and evidence.

AMENDMENTS: This Order amends Sections 2/208, 3/765.20, and 3/765.25 of the Department Manual.

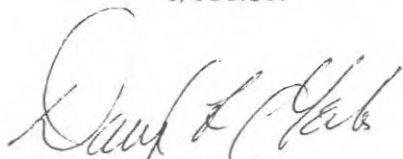
AUDIT RESPONSIBILITY: The Chief of Staff, Office of the Chief of Police, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

V. EVIDENCE REQUIRING FREEZER STORAGE. It has been determined that biological evidence will not lose its potential for analysis for at least six (6) hours. This Order amends the time requirement for such evidence to be booked at Property Division, Central Property Section.

- * **Analyzed Evidence—to be Frozen—Time Requirement.** Analyzed evidence requiring freezer storage shall be booked at Property Division, Central Property Section, *no later than* six (6) hours after it is obtained by the examining physician.

AMENDMENT: This Order amends Section 4/510.12 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Scientific Investigation Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

MARCH 1, 1985

SUBJECT: PHOTOGRAPHING VOLATILE OR DANGEROUS SUBSTANCES FOR COURT

PURPOSE: This Order establishes procedures to ensure that Department and court personnel are not unnecessarily exposed to volatile or dangerous substances.

PROCEDURE:

Effective immediately, no volatile or dangerous materials which include, but are not limited to, objects or substances found to contain Phencyclidine (PCP), any of its analogs, or ether in any form shall be brought into any courtroom, unless specifically requested by the court.

I. SCIENTIFIC INVESTIGATION DIVISION—RESPONSIBILITIES. Scientific Investigation Division shall:

- * Photograph all volatile or dangerous evidence substances at the time of the analysis;
Note: The photographs must reasonably demonstrate the total amount of the dangerous substance, and clearly depict the substance and the DR number.
- * Maintain a file by DR number of the negatives; and,
- * Upon request, provide photographs of the substance to the concerned employee.

II. SUBPOENAED EMPLOYEE—RESPONSIBILITIES. An employee, receiving a subpoena in a case for which volatile or dangerous evidence was booked (4/545.10), shall:

- * Telephonically notify Photographic Section, Scientific Investigation Division, and request the photographs of the substance;
Note: If the request is made less than five (5) court days prior to the scheduled court date, the requesting employee shall pick up the photographs at Scientific Investigation Division.
- * Obtain a copy of the Analyzed Evidence Report, Form 12.20, of the evidence from Property Division; and,
- * Take the photographs and the Analyzed Evidence Report, Form 12.20, to court.
- * Retain the photographs and the Analyzed Evidence Report, Form 12.20, for future court use when not received into evidence.

AMENDMENT: This Order amends Sections 2/670.23 and 4/545.10 and adds Section 4/545.11 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Scientific Investigation Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

MARCH 29, 1985

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

I. RESPONSIBILITIES OF SCIENTIFIC INVESTIGATION DIVISION—EXPANDED. The ability to recover latent prints from firearms is often critical to a criminal investigation and necessary for a successful prosecution. Latent fingerprint experts assigned to Scientific Investigation Division employ sophisticated procedures, which are unavailable to field personnel, to locate and lift latent prints from firearms. This Order requires that all latent print investigations of firearms be conducted by Latent Print Section, Scientific Investigation Division.

A. Scientific Investigation Division (SID) Responsibilities—Expanded. All firearms requiring a latent fingerprint investigation shall be printed by the Latent Print Section, SID. Latent print investigations of firearms shall be processed in accordance with the procedures outlined in Manual Section 4/540.32.

B. Firearms Held for Latent Prints—Officer Responsibilities. Officers in possession of a firearm requiring examination for latent prints shall:

- * Complete a Property Report, Form 10.1, listing as much information as possible about the firearm without destroying any of its evidentiary value, and indicate on the Form 10.1 that the firearm was left at SID for scientific examination.

Note: The Form 10.1 shall be distributed in accordance with Manual Section 5/10.1—80.

- * Transport the firearm to SID, or, if closed, Detective Headquarters Division (DHD) Administrative Information Desk.
- * Indicate on the Form 10.1, the date and time that the firearm was taken into custody by SID or, if closed, DHD, and the name and serial number of the employee who received the firearm.

Note: SID may retain the firearm for several days, so officers will not book the firearm.

- * Complete an Investigation Request, Form 12.1, indicating the type of scientific examination required and the concerned investigative unit to be notified upon completion of the scientific examination.

C. Supervisor—Responsibilities. The supervisor approving the Property Report, Form 10.1, shall:

- * Physically inspect the firearm (unless held for latent prints) to verify the accuracy of the information contained on the Form 10.1 and to verify that the firearm is unloaded.

Note: If the firearm is being held for latent prints, supervisors shall visually inspect the firearm to verify that as much information as possible is contained on the Form 10.1.

- * Ensure that a notation is made in the narrative portion of the Form 10.1 when unable to query AFS and NCIC.

DISTRIBUTION "A"

MARCH 29, 1985

AMENDMENT: This Order amends Section 2/670.31 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Scientific Investigation Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. REIMBURSEMENT FOR EMPLOYEE FURNISHED EQUIPMENT. This Order revises Department procedures on reimbursement for lost or damaged employee furnished equipment.

A. **Claim for Reimbursement, Form General 130—Revised.** Claim for Reimbursement, Form General 130, used by an employee to claim reimbursement for lost or damaged property or tools, has been revised by the Department of General Services.

B. **Form Completion.** Procedures for completion of the Claim for Reimbursement have been expanded.

- * **Supervisor—Responsibility.** Supervisors, upon receipt of a Claim for Reimbursement from an employee, shall complete Section V, Supervisor's Investigation, and make an approval notation in the left margin adjacent to the signature line.

Note: Supervisors shall ensure that the facts explaining why an employee was not aware of the damage or loss when a claim is filed more than five working days after the incident occurred are included in Section II, Narrative Description of Incident and Damage or Loss.

- * **Commanding Officer—Responsibility.** Commanding officers, upon receipt of a Claim for Reimbursement, shall review Section V, Supervisor's Investigation, and sign on the "Supervisor's Signature" line. Commanding officers shall forward an Intradepartmental Correspondence, Form 15.2, with the Claim for Reimbursement only when:

- * Additional information is necessary to supplement the supervisor's investigation; or,
- * Property is being held as evidence or for investigation.

- * **Commanding Officer, Fiscal Support Bureau—Responsibility.** The Commanding Officer, Fiscal Support Bureau, shall complete Section VI, Endorsement by Department Head.

FORM AVAILABILITY: The revised Claim for Reimbursement, Form General 130, is available at Supply Division. Revised forms should be ordered without delay. Upon receipt of the revised form, the existing stock of present Claim for Reimbursement forms shall be returned to Supply Division, bundled and marked "Obsolete-Destroy."

AMENDMENT: This Order amends Section 3/375.75 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Support Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

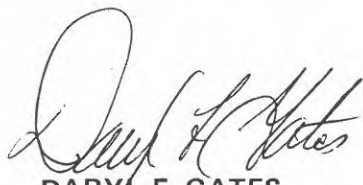
III. PROPERTY DESCRIPTIONS FIELD BOOK DIVIDER—REVISED. The Property Descriptions Field Book Divider (FBD), Form 18.39, contains information on the reporting of stolen or lost property and the booking of property into police custody. This FBD has been expanded and divided into two dividers. This Order activates the "Reporting Stolen Property" and "Booking Property" Field Book Dividers.

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- A. **Property Descriptions FBD—Retitled.** The Property Descriptions FBD, Form 18.39.0, has been revised and retitled, "Reporting Stolen Property." This divider contains information on the reporting of stolen or lost property.
- B. **Booking Property FBD—Activated.** The Booking Property FBD, Form 18.39.1, is activated. This divider contains information on the booking of property into police custody.

FORMS AVAILABILITY: Both dividers are available at Supply Division. Ordering Information—18.39.0 RPTG STOLEN PROP FBD, Material Code 8513699, Unit of Issue—Each; 18.39.1 BOOKING PROPERTY FBD, Material Code 8513775, Unit of Issue—Each.

AMENDMENTS: This Order amends Section 5/18.39 of, and adds Section 5/18.39.1 to the Department Manual.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

APRIL 12, 1985

SUBJECT: DECENTRALIZED AUTOMATED BOOKING INFORMATION SYSTEM (DABIS)—IMPLEMENTED

PURPOSE: The Decentralized Automated Booking Information System (DABIS) has been implemented at Jail Division, Parker Center, and is expected to be operational Department-wide by the end of June, 1985. DABIS automates the distribution of arrest and booking information to Records and Identification Division, and in the near future will allow automatic updating of the Police Arrest and Crime Management Information System and the involved Area's Automated Daily Occurrence Sheet. This Order establishes procedures concerning the implementation of DABIS.

PROCEDURE:

- I. LOS ANGELES CONSOLIDATED BOOKING FORM, FORM 5.1.2 (COIN NO. 05.01.2)—ACTIVATED.** The Los Angeles Consolidated Booking Form, Form 5.1.2, is activated and shall be used in lieu of the Los Angeles Consolidated Booking Form, Form 5.1, when completing a booking under DABIS. This formset shall be processed and distributed in the same manner as the Form 5.1.
- II. SUPERVISOR/INVESTIGATOR APPROVING BOOKING—RESPONSIBILITY.** Supervisors/investigators approving arrestee bookings shall ensure that the appropriate booking charge is listed on the Booking Recommendation, Form 12.31, exactly as depicted in the Automated Justice Information System (AJIS) Booking Charge Table.
- III. BOOKING EMPLOYEE—RESPONSIBILITY.** Employees booking an arrestee shall list the booking charge on the Los Angeles Consolidated Booking Form, Form 5.1, or the Los Angeles Consolidated Booking Form, Form 5.1.2, exactly as depicted in the AJIS Booking Charge Table.
- IV. AUTOMATED INFORMATION DIVISION—RESPONSIBILITY.** Automated Information Division shall monitor, update, and distribute the AJIS Booking Charge Table, and its revisions, to the concerned Department entities.

AMENDMENTS: This Order adds Section 5/5.1.2 to, and amends Sections 2/630.15, 4/216.02, 4/216.10, and 4/610.05 of, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Automated Information Division, and the Commanding Officer, Jail Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

MAY 10, 1985

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. **PROCEDURES FOR PROCESSING JUVENILES ARRESTED FOR DRIVING UNDER THE INFLUENCE—REVISED.** On May 1, 1985, the Juvenile Department, Superior Court, revised its policy involving juveniles arrested for violation of Section 23152 of the Vehicle Code (VC). This Order implements the provisions of this Court-mandated change.

Effective immediately, juveniles arrested for violation of Section 23152 VC (Driving under the Influence) shall be processed in the same manner as a non-traffic misdemeanor arrest, including the completion of a petition request.

Note: Personal Service Citations shall no longer be issued when a juvenile is arrested for driving under the influence.

AMENDMENT: This Order amends Section 4/346.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Juvenile Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **THREATS AGAINST PUBLIC OFFICIALS.** This Order assigns the responsibility for the investigation of written and verbal threats against selected public officials to Detective Support Division.

Criminal Conspiracy Section, Detective Support Division, is responsible for investigating all written and verbal threats against the following:

- * Mayor;
- * City Council members;
- * City Attorney;
- * City Controller; and,
- * Persons designated by the Commanding Officer, Detective Services Group, Operations-Headquarters Bureau.

A copy of all crime reports involving threats against these people shall be distributed to the Criminal Conspiracy Section, Detective Support Division.

AMENDMENTS: This Order amends Sections 2/1043.21, 4/271.30, and 5/030.66 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

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III. ARRAIGNMENT OF FELONY ARRESTEES ON A MISDEMEANOR COMPLAINT.

This Order establishes Department-wide responsibilities when arraigning felony arrestees on a misdemeanor complaint.

A. **Investigating Officer—Responsibilities.** When a misdemeanor complaint is issued against an in-custody arrestee booked on a related felony charge, the investigating officer shall:

- * Arraign the arrestee on the misdemeanor charge on the day the complaint is filed; OR,
- * Send a Felony Booking Disposition and Supplemental Charge teletype (4/165.26), or a copy of the Investigator's Final Report, Form 5.10, notifying the appropriate jailer of the misdemeanor filing, and any change in the arrestee's bail or eligibility for an O.R. release.

B. **Jailers—Responsibility.** Jailers who are notified of a misdemeanor filing on a felony arrestee shall:

- * Complete a Supplemental Charge Record, Form 5.08 (5/5.8—12).
- * Notify the arrestee of any changes in status, bail amount, and O.R. release eligibility.
- * When the arrestee is not released on bail or own recognizance, cause the arrestee to be arraigned at the next available court session.

AMENDMENTS: This Order amends Section 4/720.38 of, and adds Section 4/646.14 to, the Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

IV. WORD PROCESSOR GENERATED INTRADEPARTMENTAL CORRESPONDENCE.

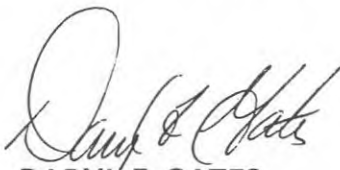
In certain instances, the use of word processing machines using continuous feed paper may be the most cost-effective means of generating an Intradepartmental Correspondence, Form 15.2. This Order authorizes the use of word processor generated Form 15.2's using continuous feed paper.

The original of an Intradepartmental Correspondence, Form 15.2, may be generated on a word processing machine using continuous feed paper.

The format of the report (Title, To, From, Subject) shall be the same as the pre-printed Form 15.2.

Note: Photocopies of a report shall normally be used when other than the original is required for distribution.

AMENDMENT: This Order amends Section 5/15.2 of the Department Manual.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

MAY 20, 1985

SUBJECT: REVISED CHEMICAL TEST ADMONITION

PURPOSE: Effective January 1, 1985, Vehicle Code Section 13353 was amended to add that certain driving-under-the-influence (DUI) arrestees who refuse to submit to a chemical test will have their driving privilege revoked for three years. This Order implements the amended admonition and revises the forms on which the admonition is printed.

PROCEDURE:

- I. **CHEMICAL TEST AND DUI DRUG ADMONITION—AMENDED.** The Chemical Test Admonition on the DUI Arrest Report, Form 5.02.5, and the DUI Drug Admonition on the Drug Influence Evaluation, Form 8.40.2, are amended as follows:


If you refuse to submit to a test, or fail to complete a test, your driving privilege will be suspended six months, or for one year if you have *had one conviction* within the last five years of driving under the influence of alcohol or drugs or any combination of these including such an offense reduced to reckless driving, *or if you have had more than one of these convictions within the last five years, your driving privilege will be revoked for three years.*

Until the revised forms are available, an officer reading this admonition to a DUI arrestee, in English or Spanish, shall ensure that the above italicized information is included. When completing the DUI Arrest Report or Drug Influence Evaluation, the officer shall print at the end of Paragraph 3 of the admonition: "3 YR. REVOKE INFO GIVEN".

Note: The Citation Guide, Form 16.65, contains a court approved Spanish translation of the Chemical Test Admonition. The amended Paragraph 3, in English and Spanish, suitable for insertion into the Guide, is included with this Order.

FORMS AVAILABILITY: The revised DUI Arrest Report, Form 5.02.5, and Drug Influence Evaluation, Form 8.40.2, are available at Supply Division. They should be ordered and placed in use without delay. Upon their receipt, present forms should be returned to Supply Division, bundled and marked "OBSOLETE—DESTROY". The Citation Guide will not be reprinted until May 1986.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

CHEMICAL TEST & DUI DRUG ADMONITION
Paragraph 3 — Amended January 1, 1985

3. If you refuse to submit to a test, or fail to complete a test, your driving privilege will be suspended six months, or for one year if you have had one conviction within the last five years of driving under the influence of alcohol or drugs or any combination of these including such an offense reduced to reckless driving, or if you have had more than one of these convictions within the last five years, your driving privilege will be revoked for three years.

Note to reporting officer: Until 3/85 form revisions are in use, at the end of Paragraph 3 on the report form print: "3 Yr. revoke info given".

SPANISH TRANSLATION OF PARAGRAPH 3

3. Si usted rehusa someterse a una prueba o no termina una prueba se le suspendera por seis meses el privilegio de conducir. Se le suspendera por un ano el privilegio de conducir si ha sufrido una condena dentro de los ultimos cinco anos por conducir bajo la influencia del alcohol o de drogas o cualquier combinacion de estos, incluso por un delito que ha sido reducido a conducir con descuido. Se le suspendera el privilegio de conducir durante tres anos si usted ha sufrido mas de una de estas condenas dentro de los ultimos cinco anos.

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

JUNE 10, 1985

SUBJECT: MEDICAL TREATMENT REQUIRED WHEN TASER CONTROL DEVICE IS USED

PURPOSE: In addition to current procedures requiring medical treatment for arrestees in need of medical attention, this Order establishes the requirement for immediate medical treatment for suspects when the TASER control device is used.

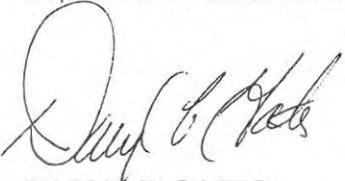
PROCEDURE:

Whenever the TASER control device is used to control a suspect in custody, or being taken into custody, and the TASER darts make contact with that suspect's clothing or skin, the suspect shall be immediately examined by medical personnel. If the suspect loses consciousness, officers shall immediately request an ambulance.

Note: Medical personnel shall include a doctor or a nurse at a contract hospital or jail dispensary, or a paramedic.

AMENDMENT: This Order adds Section 4/648.11 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 9

JUNE 14, 1985

SUBJECT: TRAFFIC CITATION FORMS—REVISED

PURPOSE: The Judicial Council of California has established new state-wide standards for uniform citation forms. The new forms must have "correctable violation" checkboxes to indicate if an offense will be dismissed by the court on proof of correction. Section 16028 of the California Vehicle Code, effective July 1, 1985, requires officers to record a cited driver's evidence of financial responsibility on the citation.

This Order revises the Personal Service Citation and Continuation forms, establishes procedures for the new forms, and also requires a more accurate recording of citing locations.

PROCEDURE:

I. NOTICE TO APPEAR (PERSONAL SERVICE CITATION) AND CONTINUATION OF NOTICE TO APPEAR, FORM 4.50.5—REVISED. The Personal Service Citation and Continuation Form, Form 4.50.5, have been revised as follows:

- * **Violator's Address.** One "current address" has replaced the residence and business address spaces.
- * **Financial Responsibility Information.** A space has been added to enter information relating to the violator's financial responsibility.
- * **Correctable Violation Checkboxes.** Checkboxes have been added to the left margin of the narrative section so that correctable violations may be indicated.
- * **Infraction Checkbox.** A checkbox has been added to indicate if all of the offenses cited are infractions.
- * **Booking Required Checkbox.** A checkbox has been added to comply with Penal Code Section 853.6(g) (Court ordered booking).

Note: Court ordered booking procedures are not in effect at this time. Citing officers shall *not* mark this checkbox.

- * **Continuation Form Used Checkbox.** A checkbox has been added to indicate if a Continuation of Notice to Appear, Form 4.50.5, is used.
- * **At, Between, or Nearest Cross Street.** For statistical purposes, the "Location of Violation" caption has been expanded to include "Nearest Cross Street".
- * **Model (of vehicle).** This caption has been added to the vehicle description so that it can be retrieved from the Traffic Information System (TIS).
- * **Highlighting.** Certain items have had small triangles added to the captions to facilitate entry into the TIS.

II. FINANCIAL RESPONSIBILITY REQUIREMENTS. Section 16028 of the Vehicle Code (VC) requires persons driving a motor vehicle on a highway to provide evidence of financial responsibility for the vehicle. Officers citing persons for VC violations other than parking are required to write the financial responsibility information on the citation.

Note: Section 16028 VC applies only to vehicles required to be registered in California.

- A. Evidence of Financial Responsibility.** For purposes of Section 16028 VC, evidence of financial responsibility may be oral or written and may be any of the following:

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- * The name of an insurance or surety company which issued the liability policy or bond, **and** the number of the policy or bond.

Note: Both the name and number must be provided. If either item of information is unavailable, the citation shall be completed as if no evidence of financial responsibility was produced.

- * A self-insurer's certificate or deposit number issued by the Department of Motor Vehicles.
- * A "T" number issued by the Public Utilities Commission.
- * The fact that the vehicle is owned by a federal, state, or local agency, and is being driven by a lawful agent thereof acting within the course and scope of employment.

B. **Citing Section.** Section 16028(a) VC, an infraction, shall be used as the citing section for violations of failing to provide evidence of financial responsibility.

C. **Citing a Foreign Vehicle.**

- * **Commercial Vehicles.** Certain out-of-state commercial vehicles are required to be registered in California. This registration, and proof of financial responsibility, is evidenced by a Uniform Identification Card issued by the Public Utilities Commission. Other out-of-state commercial vehicles are not required to be registered in California due to reciprocity agreements. Enforcement of 16028(a) VC on out-of-state commercial vehicles is limited to officers assigned to the Specialized Enforcement Unit, Traffic Coordination Section.
- * **Passenger Vehicles.** The owner of an out-of-state passenger vehicle is required to apply for California registration within 20 days after accepting gainful employment or establishing residence in this state, whichever occurs first. The provision that the foreign plate be expired is repealed (4152.5, 6700(a) VC).

Exception: Military personnel on active duty in California are not required to register their vehicle in this state, as long as the vehicle has valid out-of-state plates (6701 VC).

Officers familiar with the provisions of 6700 VC and related VC sections may cite out-of-state passenger vehicles for violations of 16028(a) VC when appropriate.

D. **Citing an Employer.** If the driver of a vehicle owned, operated, or leased by the driver's employer and driven with the employer's permission, fails to provide evidence of financial responsibility, officers shall use the following citing procedure:

- * The driver shall be cited for the original violation.
- * A separate Personal Service Citation shall be issued to the employer for failure to provide evidence of financial responsibility.

Note: Specific instructions relating to citing an employer are listed on the inside of the citation booklet cover.

- * Officers shall tell the driver that state law requires the driver to notify the employer of the citation within 5 days.
- * The driver shall be requested to sign the citation on behalf of the employer.

Note: The driver is not required to sign the citation. "DRIVER REFUSED" shall be entered in the signature space if appropriate.

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- * The driver shall be requested to give the employer the violator's copy of the citation.

Note: If the driver refuses to accept the employer's copy of the citation, it shall be inserted back into the formset and "DRIVER REFUSED TO ACCEPT COPY" shall be entered in the "Violations" space. The employer's copy shall be turned in with the original (green) copy of this citation. The supervisor checking citations shall forward both copies to the Traffic Court Liaison Unit, 1945 South Hill Street. The Traffic Court Liaison Unit shall ensure that the employer is notified of the citation.

III. CORRECTABLE VIOLATIONS. Vehicle Code (VC) Section 40522 requires that an officer issuing a Personal Service Citation for certain offenses and under certain conditions, shall indicate that the charge will be dismissed by the court on proof of correction. Such indication shall consist of X'ing the checkbox on the line on which the correctable violation is listed.

A. Vehicle Code Sections that are Correctable (40303.5 VC). Violations of the following VC Sections will be dismissed by the court on proof of correction:

- * Any registration infraction listed in Division 3;
- * Any driver's license infraction listed in Division 6, and Section 12951(a) (Driver's license not in possession);
- * Any equipment infraction listed in Divisions 12, 13, 14.8, 16, 16.5, and 16.7, and Section 21201 (Bicycle equipment).

Note: The above information is listed on the inside of the citation booklet cover. The Citation Guide, Form 16.65, is organized by VC Divisions and lists the more common of the above citing sections.

B. Conditions Required for Dismissal (40610(b) VC). A citing officer shall indicate that cited violations are correctable only when the following conditions exist:

- * The violation does not evidence fraud or persistent neglect; OR,
- * The violation has not presented and does not present an immediate safety hazard; AND,
- * The violator agrees to, and is able to, promptly correct the condition.

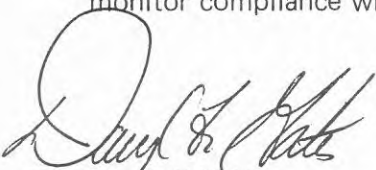
C. Certificate of Correction. The reverse of the violator's copy of the Personal Service and Absentee Citations has a section for a signature certifying that a violation has been corrected. Officers shall *not* certify violations as being corrected.

Exception: Officers assigned to the Specialized Enforcement Unit, Traffic Coordination Section, may certify certain violations as being corrected.

FORMS AVAILABILITY: The revised Personal Service Citation forms are at Supply Division and shall be ordered without delay.

AMENDMENTS: This Order adds Sections 4/320.14 and 4/320.35 to, and amends Sections 4/320.30, 4/320.55, and 5/4.50.5 of, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, *Dept Traffic Coordinator* ~~Operations Headquarters Bureau~~, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

**SUPPLEMENTAL FACT SHEET
SPECIAL ORDER NO. —**

TRAFFIC CITATION FORMS — REVISED

EXEMPLAR 1

GENERAL INSTRUCTIONS

**CITY OF LOS ANGELES
NOTICE TO APPEAR**

DATE 19 TIME M
NAME (FIRST, MIDDLE, LAST) _____

CURRENT ADDRESS _____ APT. NO. _____

LIST CITY AS IN MAILING ADDRESS, e.g., RESEDA (not just L.A.)

CITY _____ STATE _____ ZIP CODE _____

DRIVER'S LICENSE NO. _____ STATE _____ BIRTHDATE _____ JUVENILE Y N

SEX M F DESCENT _____ HAIR _____ EYES _____ HEIGHT _____ WEIGHT _____

MISC. DESCRIPTIVE INFORMATION (SCARS, TATTOOS, ETC.) _____

ENTER FINANCIAL RESPONSIBILITY INFO HERE. FURTHER INSTRUCTIONS ARE IN S.O. AND ON INSIDE OF CITATION BOOKLET COVER.

VEHICLE LIC. NO. _____ STATE _____ PASSENGERS M F

YEAR MAKE MODEL BODY STYLE COLOR

REGISTERED OWNER OR LESSEE _____ SAME AS ABOVE

ADDRESS OF OWNER OR LESSEE _____ CITY _____ SAME AS ABOVE

FINANCIAL RESPONSIBILITY INFORMATION

CHECK THIS BOX IF **ALL** THE OFFENSES CITED ARE INFRACTIONS. DO **NOT** CHECK THIS BOX IF ANY OFFENSE CITED IS A MISDEMEANOR.

DO **NOT** MARK THIS BOX. IT IS THERE TO COMPLY WITH 853.6(g) P.C. THESE PROCEDURES ARE NOT IN EFFECT AT THIS TIME.

LIST EACH OFFENSE ON A SEPARATE LINE FOLLOWED BY DESCRIPTION OF CORPUS DELICTI AND RELATED INFO. IF MORE THAN ONE LINE IS USED FOR AN OFFENSE, USE THE NEXT AVAILABLE LINE FOR THE NEXT VIOLATION.

ITEMS CHECKED ARE CITED IN ACCORDANCE WITH 40610(b) VC SEE REVERSE ☐ INFRACTION SEE REVERSE ☐ BOOKING REQUIRED

VIOLATIONS

☐ VC

☐ VC

☐ VC

☐ VC

☐ VC

APPROX. SPD. PF / MAX. SPD. VEH. SPD. LIMIT AREA OF OCCUR. CONTINUATION FORM USED

LOCATION OF VIOLATION(S) AT, BTWN, OR NEAREST CROSS ST.

ON _____ IN CITY OF LOS ANGELES

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT, EXECUTED AT THE PLACE AND ON THE DATE SHOWN ABOVE. SER. # _____

ISSUING OFCR. _____

DIVISION _____ DETAIL _____ UNAVAILABLE DATES _____ COURT TIME REQUESTED _____

TO _____ AM PM _____ S E

WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE CHECKED BELOW.

X SIGNATURE

ADULT BEFORE A DEPUTY CLERK OF THE MUNICIPAL COURT 1945 SO. HILL ST., LOS ANGELES, ON OR BEFORE _____, 19_____, OR AT A

MONDAY NIGHT SESSION OF THE MUNICIPAL COURT, 1945 SO. HILL ST., LOS ANGELES, ON OR BEFORE ABOVE DATE

JUV. JUVENILE COURT, TRAFFIC DIVISION, 1945 SO. HILL ST., LOS ANGELES.

ON _____, 19_____, BETWEEN 8:30 A.M. AND 11:00 A.M. OR 1:30 P.M. AND 3:30 P.M. ACCOMPANIED BY PARENT OR GUARDIAN.

CHECK THIS BOX IF A CONTINUATION OF NOTICE TO APPEAR, FORM 4.50.5, IS USED.

ALWAYS LIST A SECONDARY CROSS STREET. IF THE VIOLATION IS NOT AT AN INTERSECTION, OR NOTED AS BETWEEN SPECIFIED CROSS STREETS, LIST THE NEAREST CROSS STREET.

**READ REVERSE SIDE
'EXHIBIT A'**

EXEMPLAR 2

ONE MOVER AND ONE CORRECTABLE VIOLATION

CHECKED IN THIS INSTANCE
SINCE BOTH VIOLATIONS ARE
INFRACTIONS.

↓ ITEMS CHECKED ARE CITED IN ACCORDANCE WITH 40610(b) VC SEE REVERSE		<input checked="" type="checkbox"/> INFRACTION SEE REVERSE	<input type="checkbox"/> BOOKING REQUIRED
VIOLATIONS			
<input type="checkbox"/> VC	21453 2 OBS DEFT 5/B1 FAIL TO STOP		
<input type="checkbox"/> VC	FOR RED TRI LIGHT SIG, APPROX 40' LATE		
<input checked="" type="checkbox"/> VC	4000 2 UNREGISTERED VEH ON HIGHWAY		
<input type="checkbox"/> VC			
<input type="checkbox"/> VC			

EXEMPLAR 3

TWO MOVERS AND THREE NON-MOVERS, OF WHICH TWO
ARE CORRECTABLE. A CONTINUATION FORM IS USED.

NOT CHECKED SINCE ONE OF
THE VIOLATIONS (12500(a) VC)
IS A MISDEMEANOR.

↓ ITEMS CHECKED ARE CITED IN ACCORDANCE WITH 40610(b) VC SEE REVERSE		<input type="checkbox"/> INFRACTION SEE REVERSE	<input type="checkbox"/> BOOKING REQUIRED
VIOLATIONS			
<input type="checkbox"/> VC	22350 DEFT 45/25 N/B 2 POV,		
<input type="checkbox"/> VC	SHOP 34567 9-7-84 46/45		
<input type="checkbox"/> VC	22450 FAIL TO STOP FOR POSTED BLVD STOP SIGN		
<input type="checkbox"/> VC	12500 2 NO DRIV LIC		
<input checked="" type="checkbox"/> VC	4454 2 NO REG IN VEH		
APPROX SPD.	PF / MAX SPD.	VEH. SPD. LIMIT	AREA OF OCCUR.
42	25	-	77 th ST
LOCATION OF VIOLATION (S)		CONTINUATION FORM USED	
ON BROADWAY BETWEEN 76 th AND 75 th		<input checked="" type="checkbox"/>	
STREETS		IN CITY OF LOS ANGELES	

CHECKED TO INDICATE CON-
TINUATION FORM USED.

04 50 5 (7/85)

CITY OF LOS ANGELES

CONTINUATION OF NOTICE TO APPEAR

DATE	TIME	CITATION NO
OCT 30 1984	2:50	M 2345 678
NAME (FIRST MIDDLE LAST)		
JOHN THOMAS SMITH		
VEHICLE LICENSE NO	STATE	<input type="checkbox"/> INFRACTION - SEE REVERSE
1 XYZ 876	CA	
↓ ITEMS CHECKED ARE CITED IN ACCORDANCE WITH 40610(b) VC SEE REVERSE		<input type="checkbox"/> BOOKING REQUIRED
VIOLATIONS		
<input checked="" type="checkbox"/> VC	5204 NO CURRENT TABS ON REAR PLATE	
<input type="checkbox"/> VC		
<input type="checkbox"/> VC		

EMPLOYER CITED FOR NO EVIDENCE OF FINANCIAL RESPONSIBILITY

CITY OF LOS ANGELES NOTICE TO APPEAR

DATE <u>MAY 6 1985</u> TIME <u>2315</u>		M	
NAME (FIRST, MIDDLE, LAST) <u>ABC TRUCKING CO.</u>			
CURRENT ADDRESS <u>2371 S. STATE ST</u>		APT. NO. _____	
CITY <u>N. H.W.D.</u>	STATE <u>CA</u>	ZIP CODE <u>91603</u>	
DRIVER'S LICENSE NO. _____	STATE _____	BIRTHDATE _____	JUVENILE Y <u>(N)</u>
SEX <u>M</u>	DESCENT _____	HAIR _____	EYES _____
HEIGHT _____	WEIGHT _____	MISC. DESCRIPTIVE INFORMATION (SCARS, TATTOOS, ETC.) _____	
VEHICLE LIC. NO. <u>F891023</u>	STATE <u>CA</u>	PASSENGERS <u>M 0 F 0</u>	
YEAR <u>79</u>	MAKE <u>FORD</u>	MODEL <u>APACHE</u>	BODY STYLE <u>FIAT BED</u>
REGISTERED OWNER OR LESSEE _____		COLOR <u>RED</u>	
ADDRESS OF OWNER OR LESSEE _____		CITY <u>X SAME AS ABOVE</u>	

ENTER INFO
RELATING TO
EMPLOYER

FINANCIAL RESPONSIBILITY INFORMATION			
<u>NONE</u>			
ITEMS CHECKED ARE CITED IN ACCORDANCE WITH 40610(b) VC SEE REVERSE		<input checked="" type="checkbox"/> INFRACTION SEE REVERSE	<input type="checkbox"/> BOOKING REQUIRED
VIOLATIONS			
<input type="checkbox"/> VC	<u>16028 2 NO EVIDENCE FINANCIAL</u>		
<input type="checkbox"/> VC	<u>RESPONSIBILITY EMPLOYER'S VEH.</u>		
<input type="checkbox"/> VC	<u>DRIVER JAMES T. SMITH CITED 22350 VC</u>		
<input type="checkbox"/> VC	<u>CITATION # M 246 789</u>		
<input type="checkbox"/> VC	_____		
APPROX. SPD _____	PF / MAX. SPD _____	VEH. SPD. LIMIT _____	AREA OF OCCUR. _____
LOCATION OF VIOLATION (S) _____		AT, BTWN, OR NEAREST CROSS ST. _____	
ON _____		IN CITY OF LOS ANGELES	

IF DRIVER REFUSES TO
ACCEPT COPY, INSERT
COPY BACK INTO FORM-
SET & ENTER 'DRIVER
REFUSED TO ACCEPT
COPY' IN THIS SECTION.

IN THIS CASE, TURN IN
VIOLATOR'S (White) COPY
WITH THE ORIGINAL
(Green) COPY.

USE SAME INFO
AS FOR DRIVER

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT, EXECUTED AT THE PLACE AND ON THE DATE SHOWN ABOVE.			
ISSUING OFFICER		SER. # _____	
DIVISION _____	DETAIL _____	UNAVAILABLE DATES _____	COURT TIME REQUESTED _____
TO _____		<input type="checkbox"/> AM <input type="checkbox"/> PM	
WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE CHECKED BELOW.			
X SIGNATURE			
ADULT	BEFORE A DEPUTY CLERK OF THE MUNICIPAL COURT 1945 SO. HILL ST., LOS ANGELES, ON OR BEFORE _____, 19____, OR AT A MONDAY NIGHT SESSION OF THE MUNICIPAL COURT, 1945 SO. HILL ST., LOS ANGELES, ON OR BEFORE ABOVE DATE.		
JUV.	JUVENILE COURT, TRAFFIC DIVISION, 1945 SO. HILL ST., LOS ANGELES, ON _____, 19____, BETWEEN 8:30 A.M. AND 11:00 A.M. OR 1:30 P.M. AND 3:30 P.M. ACCOMPANIED BY PARENT OR GUARDIAN.		

IF DRIVER REFUSES TO
SIGN FOR EMPLOYER,
ENTER 'DRIVER REFUSED'.

READ REVERSE SIDE
'EXHIBIT A'

FORM APPROVED BY THE JUDICIAL COUNCIL
OF CALIFORNIA, (S) 4-12-85 VC 40500 40513(b) 40522

REMINDER: INFORM THE DRIVER THAT HE IS REQUIRED BY STATE LAW TO NOTIFY THE EMPLOYER OF THE CITATION WITHIN 5 DAYS.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

JUNE 28, 1985

SUBJECT: VEHICLE IMPOUND HEARINGS

PURPOSE: A recent stipulated judgment has required the Department to modify its vehicle impound hearing program. This Order assigns responsibilities and activates and amends forms necessary to comply with this judgment.

PROCEDURE:

I. ACTIVATION AND REVISION OF FORMS.

- A. **Vehicle Impound Hearing Rights, Form 16.27.4—Activated.** This form shall be distributed by Official Police Garage (OPG) employees to any person requesting this information who has had a vehicle impounded, or in any written correspondence sent by an OPG concerning a lien sale of an impounded vehicle. A map showing the location of the appropriate police station at which an impound hearing may be requested shall be attached to each Form 16.27.4 distributed.
- B. **Vehicle Owners' Right to a Hearing Sign, Form 16.27.3—Retitled.** This form is retitled Vehicle Impound Hearing Rights Sign.

Note: The responsibility for the distribution of this form is reassigned from Area/division Vehicle Coordinators to Commission Investigation Division personnel.
- C. **Los Angeles Police Commission Board Rules Governing Tow Operations and Tow Operators, Form 16.27.2—Revised.** This form is revised to require OPG operators to post the Vehicle Impound Hearing Rights Sign, Form 16.27.3, and distribute the Vehicle Impound Hearing Rights, Form 16.27.4, and appropriate map, as required.

II. COMMISSION INVESTIGATION DIVISION—SPECIAL DUTIES REVISED. Commission Investigation Division is responsible for the following special duties:

Vehicle Impound Hearings.

- * Providing training on vehicle impound hearings to OPG employees, and ensuring OPG employees receive this training yearly.
- * Ensuring OPG employees post in a conspicuous place the Vehicle Impound Hearing Rights Sign, Form 16.27.3.
- * Distributing the Vehicle Impound Hearing Rights, Form 16.27.4, and appropriate maps, to OPGs and ensuring that these forms and maps are distributed by OPG employees as required.

III. COMMANDING OFFICER—RESPONSIBILITIES. Area/division commanding officers shall ensure that:

- * An adequate number of supervisors within their command receive vehicle impound hearing training and certification.
- * Only those supervisors who have received Department approved training and certification conduct vehicle impound hearings.

Note: Supervisors shall conduct hearings only for those vehicles impounded by Department employees.

DISTRIBUTION "A"

JUNE 28, 1985

AMENDMENTS: This Order amends Sections 2/140.03, 4/226.10, 4/226.25, 5/16.27.2, and 5/16.27.3 of, and adds Section 5/16.27.4 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commission Services Coordinator and the commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

LOS ANGELES POLICE DEPARTMENT
LEGAL OWNER'S RELEASE AND INDEMNIFICATION AGREEMENT

(See reverse side for instructions)

WHEREAS, the Los Angeles Police Department has in its possession and under its control a certain motor vehicle described as follows:

Make _____ Type _____ Vin No. _____ License No. _____; and
(1) (2) (3) (4)

WHEREAS, the Department of Motor Vehicles' records indicate that _____ (an individual),
(a corporation) is a legal owner of said vehicle. (5)

WHEREAS, the undersigned is an officer of said Corporation and has the authority to secure possession of said vehicle.

NOW THEREFORE, the undersigned hereby states under penalty of perjury that _____
(an individual), (a corporation) is the legal owner and entitled to possession of (6)
said vehicle.

1. INDEMNIFICATION

In consideration of the release of the above described vehicle to the person designated herein, (I), (said corporation), agrees to indemnify and hold harmless the City of Los Angeles and its Boards, Officers, Employees, and Assigns and Successors In Interest from and against all suits and causes of action, claims, losses, demands, and expenses, including, but not limited to, attorney's fees and costs of litigation, damage or liability of any nature whatsoever which arises or is alleged to arise, directly or indirectly, from the release of the above described vehicle to the legal owner or the legal owner's designated agent.

2. RELEASE OF VEHICLE

The Los Angeles Police Department is hereby authorized and directed to release the above described vehicle to

(7)

(8) (Signature of Legal Owner)

Date _____, 19_____
(9)

(10) (Signature of Corporate Officer)

Date _____, 19_____
(11)

(12) (Title)

I, _____ hereby state that on _____ the Los Angeles
(13) (Name of Designated Agent) (14) Date
Police Department released the above described vehicle to me.

(15) (Signature of Designated Agent)

----- (See Complete Instructions on the Back of this Form) -----

State of California)
) ss.
County of Los Angeles)

On this _____ day of _____, in the year _____, before me _____,
a Notary Public in and for said State and County, personally appeared _____ and
_____ personally known to me (or proved to me on the basis of satisfactory evidence) to be
the person(s) (who executed the within instrument as president and secretary or on behalf of the corporation therein named
and acknowledged to me that the corporation executed it), (whose name is/are subscribed to this instrument, and acknowl-
edged that _he_ executed it).

Completion Instructions

Please fill out this form completely and have a notary public witness the signing of item numbers (8) or (10) before returning this form to the Police Department. This form must be completed before the impounded vehicle can be released.

- (1) Manufacturers' name-plate: Ford, Buick, BMW, etc.
- (2) 2 door Sedan, 4 door Sedan, truck, etc.
- (3) Manufacturers' serial or identification numbers – post 1981 models are 17 characters usually posted near the dash board on the driver's side.
- (4) License plate number.
- (5) Write down the legal owner's name and circle the appropriate designation, (an individual), or (a corporation).
- (6) Write down the legal owner's name and circle the appropriate designation, (an individual), or (a corporation).
- (7) Authorized person to take possession of the vehicle.
- (8) If legal owner is an individual. (must be witnessed by notary public)
- (9) Month, day, and year.
- (10) If legal owner is a corporation, for example a bank or a finance company. (must be witnessed by notary public)
- (11) Month, day, and year.
- (12) Title of corporate officer when applicable.
- (13) Name of person taking custody of the vehicle.
- (14) Month, day, and year.
- (15) Signature of person taking custody of the vehicle.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

JULY 12, 1985

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. **CRIME REPORT FORMS MODIFICATION—PACMIS.** The Police Arrest and Crime Management Information System (PACMIS) will provide a printout of the number of cases assigned to each detective and specialized division. To ensure the accuracy of this information, all crime report forms other than the Worthless Document Investigation, Form 3.6, will be modified to include a space for "Investigating Division". This Order requires employees taking crime reports to enter the investigating division on the report form.

- A. **Crime Report Forms—Investigating Division.** Employees completing crime reports shall record the investigating division, or CRASH section, at the top of the report as near as possible to the title of the report.

Exception: The Worthless Document Investigation, Form 3.6, is not affected by this Order.

Note: Crime report forms will be revised at their next routine printing to include a space for "Investigating Division".

- B. **Change of Investigating Unit.** If an investigating division is changed after the crime report has been distributed, the commanding officer of the investigating division from which the case is being reassigned shall ensure completion of a Follow-Up Investigation, Form 3.14, indicating such change.

FORMS AVAILABILITY: The crime reports will be revised at the next routine printings. Existing stocks shall be used until depleted.

AMENDMENT: This Order adds Section 5/030.28 to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Automated Information Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **INVESTIGATING STAFF AND COMMAND OFFICER-INVOLVED SHOOTINGS AND PERSONNEL COMPLAINTS.** This Order assigns Robbery-Homicide Division the responsibility for investigating all staff and command officer-involved shootings, including those where there is no hit, and Internal Affairs Division the responsibility for investigating personnel complaints involving staff and command officers.

- A. **Investigation of Staff and Command Officer-Involved Shootings.** The Officer-Involved Shooting Section, Robbery-Homicide Division, is responsible for the investigation of all staff or command officer-involved shootings, including those where there is no hit.

- B. **Personnel Complaints—Staff and Command Officer Involved.** Except as directed by the Chief of Police, all personnel complaints involving staff and command officers shall be investigated by Internal Affairs Division.

AMENDMENTS: This Order amends Sections 2/720.01, 2/1045.61, 3/795.40, and 3/795.45 of the Department Manual.

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JULY 12, 1985

III. APPROVED RUNNING COURSES—REVISED. This Order allows Department employees to run or jog at any Department facility.

Running, jogging, and walking courses which start and terminate at a Department facility are approved for purposes of injured-on-duty status. Running, jogging, or walking courses which do not start and terminate at a Department facility must still be approved by the Commanding Officer, Training Division.

Note: Employees must sign an Athletic Activity Register, Form 13.14, prior to beginning any approved athletic activity and upon completion of the activity.

AMENDMENTS: This Order amends Sections 3/772.15 and 3/772.30 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Training Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

IV. VACATION SENIORITY—CIVILIAN EMPLOYEES. It is current Department practice to determine vacation preferences and to allow employee vacation selection based upon seniority in grade for entry level and promotional civilian employees. Under the current "rule of three whole scores," whereby several employees may have the same score, it is necessary for the Department to modify the tie-breaking aspect of determining seniority for vacation scheduling. This Order establishes the procedures used to determine vacation seniority for civilian employees.

Vacation seniority among civilian employees having identical dates of appointment shall be determined from their relative positions on the certification list from which they were appointed.

AMENDMENT: This Order amends Section 3/726.50 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

V. SUBMITTING VACATION REQUESTS. This Order establishes a formal procedure for submitting written requests for vacations.

Employees shall submit requests for the annual selection of vacation periods in writing. Vacation periods shall be requested in order of preference, using the vacation scheduling format. Employees shall indicate their choice of deployment period and any of the four seven-day periods designated A, B, C, and D within that deployment period.

Example:

#1 DP
#2 DP


7 A,
10 B,

B,
C,

C
D

Employees entitled to more than 15 days annual vacation time, who split their vacation, shall indicate the part to which they want to apply their seniority preference.

AMENDMENT: This Order amends Section 3/726.50 of the Department Manual.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

JULY 26, 1985

SUBJECT: PURCHASE OF CITY-OWNED EQUIPMENT BY RETIRING EMPLOYEES

PURPOSE: The Department Uniform Committee's recommendation to allow honorably retired sworn employees to purchase their official badges has been approved. This Order establishes procedures for sworn employees or persons acting in their behalf to acquire the badge. The Order also formalizes the acquisition of the blue-steel revolver, cap piece, and call-box key.

PROCEDURE:

I. PURCHASE OF CITY-OWNED PERSONAL EQUIPMENT. Sworn employees retiring under honorable conditions may purchase the following City-owned equipment items:

- * Official Police Badge.
- * Blue-steel revolver.
- * Cap Piece.
- * Call-box key.

Purchase of Badge. Officers, or persons acting in their behalf, who wish to purchase their badge shall submit a written request to the Commanding Officer, Personnel Division, on an Employee's Report, Form 15.7, requesting approval. Upon approval of the request, the officer shall:

- * Complete a Retention of Badge Agreement;
- * Pay for the badge at Fiscal Operations Division (FOD) and obtain a receipt;
- * Pay the Los Angeles Police Revolver and Athletic Club (LAPRAAC) in advance for the cost of badge mounting and obtain a receipt; and,
- * Deliver copies of the receipts received from FOD and LAPRAAC to the Retirement Counseling Unit, Personnel Division.

Personnel Records Section shall retain the badge, pending pick-up by LAPRAAC, and issue a receipt to the employee.

Badges prepared for presentation as a memorial to a police officer killed in the line of duty will continue to be mounted in the shadow box acrylic holder and presented to the deceased officer's immediate family.

Blue-Steel Revolver. Officers wishing to purchase their blue-steel service revolver shall present their revolver to the Retirement Counseling Unit and obtain a Weapon Certificate. The officer shall hand-carry the Certificate to the Salvage Section, Department of General Services, and pay for the weapon.

Note: Only those officers who are eligible for an unrestricted retirement identification card will be permitted to purchase their revolver. Stainless steel revolvers will not be sold to retiring officers.

Cap Piece and Call-Box Key. Officers wishing to purchase their cap piece or call-box key shall pay for the items at Fiscal Operations Division and obtain a receipt. A copy of the receipt shall be delivered to the Retirement Counseling Unit.

DISTRIBUTION "A"

JULY 26, 1985

II. COMMANDING OFFICER, PERSONNEL DIVISION—RESPONSIBILITIES. The Commanding Officer, Personnel Division, prior to authorizing the sale of City-owned equipment to a retiring officer, shall verify that the officer's retirement status is "honorable" and;

- * Ensure that officers purchasing revolvers are eligible to be issued unrestricted retirement identification cards.
- * Ensure that a Weapon Certificate authorizing sale of the blue-steel revolver to the retiring officer has been completed.
- * Ensure that a copy of the receipt for the purchase of the badge, cap piece, or call-box key has been received.
- * Coordinate the mounting of badges for retiring officers.

AMENDMENTS: This Order amends Section 2/520.63 of, and adds Section 3/376.18 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

AUGUST 9, 1985

SUBJECT: **ACTIVATION OF MENTAL EVALUATION MANUAL, AUTOMATION OF MENTAL EVALUATION INFORMATION, AND REVISION OF DISTRIBUTION OF THE REQUEST FOR MENTAL EVALUATION, FORM 05.04.0.**

PURPOSE: The Mental Evaluation Manual has been developed to provide Department personnel with guidelines to ensure uniform interpretation and application of procedures concerning mentally ill persons. The Mental Evaluation Manual contains Department responsibilities, organizations and functions, operating procedures, tactics, and laws applicable to persons suspected of being within the provisions of Section 5150 of the Welfare and Institutions Code. This Order implements the Mental Evaluation Manual, provides for the automation of mental evaluation information, and revises the distribution of the Request for Evaluation, Form 05.04.0.

PROCEDURE:

- I. MENTAL EVALUATION MANUAL—IMPLEMENTED.** The Mental Evaluation Manual of the Los Angeles Police Department is implemented and shall be amended, maintained, and distributed by Detective Headquarters Division.

Area/Division Commanding Officer—Responsibilities. Area/division commanding officers shall be responsible for:

- * The care and maintenance of all copies of the Mental Evaluation Manual assigned to their Area/division; and,
- * Ensuring that their personnel are familiar with the contents of the Mental Evaluation Manual.

- II. MENTAL EVALUATION REPORTING PROCEDURES—REVISED.** The automation of mental health data generates a repository of information within the Event Index of the Automated Index. Employees obtaining DR numbers for the Request for Mental Evaluation, Form 05.04.0, create records within the Event Index file. These records may be retrieved from any Network Communications System terminal.

Employee—Responsibilities. Department employees completing a Request for Mental Evaluation, Form 05.04.0, shall obtain a DR number and record that number on the upper right corner of the form above the "MED. RECORD NO." space.

Note: The Request for Mental Evaluation, Form 05.04.0, will be revised at the next regular printing to accommodate the DR number.

Distribution of Request for Mental Evaluation, Form 05.04.0—Revised. The distribution of the Request for Mental Evaluation, Form 05.04.0, is revised as follows:


- | | | |
|-------|-------|--|
| 2 | — | Original and 1, retained by the Mental Evaluation Detail, Detective Headquarters Division. |
| 1 | — | Missing Persons Detail, Detective Headquarters Division. |
| 1 | — | Records and Identification Division. |
| <hr/> | | |
| 4 | TOTAL | |

DISTRIBUTION "A"

AUGUST 9, 1985

AMENDMENTS: This Order adds Sections 3/278 and 4/260.22 to, and amends Sections 2/1042.31 and 5/5.4-80 of, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

AUGUST 23, 1985

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. **CAREER CONSULAR DIPLOMATIC IMMUNITY—REVISED.** The United States Department of State has extended unlimited immunity to certain Career Consular Officers, their family members, official staff members and servants. This Order amends Department procedures relative to these Career Consulars' diplomatic immunity.

Career Consular Officers, their family members, official staff members, and servants (not citizens or permanent residents of the United States) of the following consulates are protected by unlimited diplomatic immunity from arrest, detention, or prosecution with respect to any civil or criminal offense:

- * Peoples Republic of China;
- * Republic of the Philippines; and,
- * Soviet Union.

Note: Diplomatic and consular officers should be accorded their respective rights, privileges, and immunities as directed by international law and federal statutes. Nevertheless, all persons enjoying such privileges and immunities have an obligation under international law to respect local laws and regulations.

While privileges and immunities of diplomatic and consular officers must be strictly observed, there is no implicit intent to place any person above the law. Police officers may take any action necessary to stop the commission of a crime. However, diplomatic officers may not be detained beyond that time necessary to ensure public safety.

AMENDMENT: This Order amends Section 4/284.10 of, the Department Manual.

- II. **UNIFORM AND EQUIPMENT CHANGES.** The cord-cuff restrainer has been approved as a mandatory equipment item for uniformed officers, and the eighteen inch side-handled baton has been approved as an optional equipment item for plainclothes officers. This Order implements these newly authorized equipment items for use by Department employees.

- A. **Cord-cuff Restrainer—Required.** All sworn personnel engaged in uniformed field duties shall carry the Department approved cord-cuff restrainer as a mandatory part of their field equipment. The cord-cuff restrainer shall be carried on the key ring holder of the officer's police equipment belt (Sam Browne or velcro type) or in the left sap pocket of the uniform trouser, at the officer's option.

Note: Officers assigned to plainclothes duties may carry the cord-cuff restrainer, at their option.

Commanding officers shall establish procedures for the procurement, issuance, and replacement of cord-cuff restrainers to personnel under their command. Cord-cuff restrainers are available at Supply Division and may be obtained by submitting a Stores Requisition, Form GS/S-70.

- B. **Eighteen Inch Side-Handled Baton and Shoulder Holster—Authorized.** The eighteen inch side-handled baton and baton holster are authorized as optional equipment for officers assigned to plainclothes duties. The cost of the eighteen inch side-handled baton and shoulder holster shall be borne by the officers.

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AUGUST 23, 1985

Note: Prior to carrying the eighteen inch side-handled baton, officers shall complete an in-service training course which specifically covers its use.

AMENDMENTS: This Order amends Sections 3/376.10, 3/621.10, 3/621.20, 3/627.10, and 3/627.20 of, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. TRAVEL AWARDS.** Various airline carriers offer promotional travel award programs in which accumulated air mileage may be redeemed for luxury cruises, merchandise, or air travel. Section 2860 of the California Labor Code and City of Los Angeles policy require that everything which employees acquire by virtue of their employment, except compensation which is due the employee, belongs to the employer. This Order establishes procedures for processing travel awards.

All travel awards accrued as a result of employment with the City and/or expenditure of City funds shall be forwarded to Fiscal Operations Division.

- A. **Employee—Responsibilities.** An employee who receives a travel award for traveling on City business and/or at City expense shall submit all such awards to the employee's commanding officer within five working days of the employee's return from the activity.

Note: An employee on vacation or extended days off shall submit the travel awards within five working days following the employee's return to duty.

- B. **Commanding Officer—Responsibilities.** Upon receipt of travel awards, the commanding officer shall:

- * Review the travel awards to ensure that all awards acquired by virtue of the employee's employment have been submitted; and,
- * Upon approval, forward the employee's travel awards to the Commanding Officer, Fiscal Operations Division.

- C. **Commanding Officer, Fiscal Operations Division—Responsibility.** The Commanding Officer, Fiscal Operations Division, shall, after review, ensure that all travel awards are applied to future Department travel.

AMENDMENTS: This Order adds Section 3/390.75 to, and amends Section 2/420.10 of, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Operations Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

AUGUST 30, 1985

SUBJECT: SEIZURE OF FIREARMS AT DOMESTIC VIOLENCE INCIDENTS

PURPOSE: Penal Code (PC) Section 12028.5, effective January 1, 1985, provides that peace officers, at the scene of a domestic violence incident involving a threat to human life or a physical assault, may temporarily take into custody any firearm in plain sight or discovered pursuant to a consensual search. This Order establishes procedures for the processing and releasing of firearms seized pursuant to 12028.5 PC.

PROCEDURE:

I. OFFICER—RESPONSIBILITIES. An officer seizing a firearm at the scene of a domestic violence incident involving a threat to human life or a physical assault shall:

- * Issue the owner or person in custody of the firearm a Receipt For Property Taken Into Custody, Form 10.10.
- * Record in the "Property Taken" portion of the Form 10.10 the following information:
 - * A description of the weapon, including the serial number;
 - * The location where the firearm can be recovered and the telephone number of the detective division responsible for releasing the firearm; and,
 - * The dates and times during which the firearm can be claimed.

Note: Penal Code Section 12028.5 provides that firearms seized at the scene of a domestic dispute shall be made available to the owner or possessor in no less than 48 hours, but no longer than 72 hours, after the seizure. If the 48 to 72 hour release time occurs on a weekend or holiday, the officer shall indicate that the firearm will be available to the owner or possessor on the next administrative working day.

Example: A firearm is seized on Thursday. The 48-hour minimum release time occurs on Saturday and the 72-hour maximum release time occurs on Sunday. Since detective divisions and Area property rooms are normally closed on weekends, the firearm would be made available on Monday, the next administrative working day.

- * Book the firearm in accordance with the procedures set forth in Section 4/540.30 of the Department Manual.

II. INVESTIGATING OFFICER—RESPONSIBILITIES. An investigating officer releasing a firearm seized at a domestic violence incident shall, after complying with the procedures in Manual Section 4/560.40, make the firearm available for release no fewer than 48 hours nor more than 72 hours after the seizure.

Exception: If the 48 to 72 hour release time occurs on a weekend or holiday, the firearm shall be made available for release on the next administrative working day.


A firearm in Department custody longer than 12 months and not claimed by the owner or person who had lawful possession at the time the firearm was taken into custody shall be considered a nuisance and be disposed of as provided in Penal Code Section 12028(c).

DISTRIBUTION "A"

AUGUST 30, 1985

AMENDMENTS: This Order adds Section 4/216.07 to, and amends Section 4/560.40 of, the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

SEPTEMBER 6, 1985

SUBJECT: OVERTIME MANUAL AND AUDIT GUIDE – IMPLEMENTED


PURPOSE: In the past, there has not been a single source reference for overtime provisions. This has caused confusion and a lack of uniformity in overtime reporting. Consequently, the Overtime Manual and Audit Guide has been developed by Fiscal Operations Division as a comprehensive reference source for all overtime-related information. This Order implements and activates the Overtime Manual and Audit Guide for use by Department personnel.

PROCEDURE:

- I. **OVERTIME MANUAL AND AUDIT GUIDE—ACTIVATED.** The Overtime Manual and Audit Guide is activated. The Overtime Manual and Audit Guide contains all the relevant overtime provisions applicable to sworn and civilian Department personnel. Copies of the Overtime Manual and Audit Guide shall be maintained and used by all Department entities responsible for approving overtime.
- II. **COMMANDING OFFICERS—RESPONSIBILITIES.** All commanding officers shall ensure that:
 - * All personnel within their command adhere to the provisions of the Overtime Manual and Audit Guide; and,
 - * Overtime Manual and Audit Guides assigned to their command are revised as necessary.
- III. **FISCAL OPERATIONS DIVISION—RESPONSIBILITIES.** Fiscal Operations Division is assigned the responsibility for maintaining the Master Overtime Manual and Audit Guide and publishing revisions as necessary.

AMENDMENTS: This Order deletes Section 3/707 and amends Sections 2/420.10 and 3/708 of the Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

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- DO NOT request overtime compensation for off-duty actions arising from secondary employment of a law enforcement related nature, or resulting from your involvement in matters of essentially a personal nature. Do not request overtime compensation for court hearings resulting from such actions, and arrange to attend such court hearings on your own time.
- DO NOT request overtime for firearms qualification unless you obtain prior approval from your commanding officer. Fully document such approval.

Review of Overtime Reports (Supervisors and Commanding Officers)

In reviewing Overtime Reports, supervisors and commanding officers should adhere to the following guidelines:

- DO minimize extended end-of-watch overtime for nonessential officer-initiated, non-emergency activities.
- DO review all Overtime Reports for completeness and adequacy of documentation in conformance with the provisions of the Overtime Manual.
- DO verify any overtime which appears questionable by referring to the Overtime Manual, and any documentation necessary to assure yourself that the overtime is appropriate and the compensation requested is correct.
- DO verify the documentation on Overtime Reports on a random basis by referring to subpoena logs, DFARs, arrest and crime reports, and any other relevant sources.
- DO limit the incidence of off-duty weekend and holiday standby compensation and confine it to employees essential to basic police services.
- DO schedule medical examinations and treatments for employees during on-duty hours when possible.
- DO minimize the overtime liability arising from scheduling which does not permit sufficient turnaround time for employees changing watches.
- DO minimize deployment on holidays specified in the MOU for holiday pay, and confine it only to the number of employees required to fulfill *essential* police responsibilities.
- DO immediately complete Overtime Reports for employees telephonically requesting accrued time off if you approve such time off.
- DO expediently notify employees when their overtime balances exceed that permitted by the relevant MOU.
- DO sign all Overtime Reports you review certifying that the form is complete, the overtime is appropriate, and that the report fully documents prior approval and the circumstances of the overtime including DR, booking, warrant, or case numbers which may be useful in documenting the overtime.
- DO submit requests for the use of accrued time off *prior* to actually using the time.
- DO note the absence of any subpoenas which might conflict with requested time off in completing Overtime Reports for the use of accrued time.
- DO submit an Overtime Report for 4.0 hours straight time premium pay for each completed tour of duty worked on a holiday covered by the current MOU.
- DO NOT work employees on days off in lieu of holidays unless there is an aggravated need, and the holiday cannot be rescheduled within the deployment period.

SUPPLEMENTAL FACT SHEET
SWORN OVERTIME GUIDELINES

These guidelines have been prepared as a brief summary of policies and practices included in the **Los Angeles Police Department Overtime Manual and Audit Guide**. Since these guidelines are intended to provide only general information as to acceptable overtime practices for sworn personnel, all concerned employees are encouraged to become familiar with the content of the Overtime Manual, and refer to it for clarification as necessary.

Completion of Overtime Reports (All Officers, Supervisors, and Commanding Officers)

In completing Overtime Reports, Form 2.24, every employee should adhere to the following guidelines:

- DO adjust work hours and schedule assignments and tasks to minimize the amount of overtime worked. Overtime should be worked only to maintain *essential* police services.
- DO adjust work schedules, when possible, to minimize overtime resulting from court or administrative hearings, and utilize on-call procedures in lieu of making physical appearances whenever possible.
- DO request overtime compensation in tenths of an hour consisting of a full six minutes and adhere to the prevailing compensation policy.
- DO submit requests for cash compensation for *all* overtime connected with events declared to be unusual occurrences by the Board of Police Commissioners.
- DO request only cash compensation for all overtime worked in conjunction with grant-funded programs, and reimbursable athletic events.
- DO *fully* document all overtime including booking, DR and case numbers, the names of defendants, victims, and arrestees, and any other documentation relevant to ascertaining the validity of the overtime.
- DO submit Overtime Reports as soon as possible after overtime is worked.
- DO maintain an independent record of your overtime.
- DO sign all Overtime Reports submitted certifying the accuracy of all information and the completeness of the form.
- DO NOT request overtime compensation for medical examinations and treatment performed by or at the direction of non-City physicians or conducted while you are off-duty, IOD, sick, relieved from duty, suspended, or while on workers' compensation or military or unpaid leave.
- DO NOT submit "duplicate" Overtime Reports until checking with your divisional time-keeper.
- DO NOT work overtime for administrative and support activities unless absolutely essential.
- DO NOT maintain an overtime balance in excess of that permitted by your MOU.
- DO NOT request overtime for missed Code 7 unless a reasonable effort to obtain approval is made, and the details are fully documented.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

SEPTEMBER 13, 1985

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. **VICE REPORT, FORM 3.18—REVISED DISTRIBUTION.** This Order reassigns the form retention responsibility for the Vice Report, Form 3.18, from the Office of Special Services to Administrative Vice Division.

Effective immediately, the Director, Office of Special Services, after review, shall forward the original Vice Report, Form 3.18, to Administrative Vice Division for file retention.

AMENDMENTS: This Order amends Sections 2/710.03, 2/830.23, and 5/3.18—80 of the Department Manual.

AUDIT RESPONSIBILITY: The Director, Office of Special Services, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. **NOTIFICATION TO EMPLOYEE OF THE STATUS OF A USE OF FORCE REVIEW BOARD HEARING OR PERSONNEL COMPLAINT INVESTIGATION.** This Order requires commanding officers to provide periodic updates to an employee who is the subject of a Use of Force Review Board hearing or personnel complaint investigation.

Commanding Officer's Responsibility—Employee Subject of Use of Force Review Board or Personnel Complaint. The commanding officer of an employee who is the subject of an incident falling within the purview of the Use of Force Review Board or a personnel complaint investigation shall notify the employee every 30 days of the status of the review or investigation.

Note: The Commanding Officer, Internal Affairs Division, shall notify the concerned employee's commanding officer if an extension of the 30-day time limit is obtained for investigations conducted by Internal Affairs Division.

AMENDMENTS: This Order amends Sections 3/796.25, 3/815.20, and 3/820.01 of the Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- III. **JUVENILE REPORTING PROCEDURES—AMENDED.** The newly established Los Angeles County Children's Services Department (LACCSO) has assumed the responsibilities of the Department of Public Social Services (DPSS) as they relate to 300 Welfare and Institutions Code (WIC) cases. This Order amends certain Manual references from DPSS to LACCSO and amends the distribution of the Juvenile Arrest Report for 300 WIC petition requests and cases referred to LACCSO.

- A. **Child Abuse Notification—Amended.** Officers shall notify the LACCSO, instead of DPSS, of suspected child abuse cases.

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SEPTEMBER 13, 1985

Note: Notification procedures as outlined in Manual Section 4/218.51 are unchanged. DPSS Regional Offices and phone numbers, including the Hotline, have been taken over by the LACCSO.

- B. **Juvenile Arrest Report Distribution—Amended.** Distribution of the Juvenile Arrest Report for 300 WIC petition requests and cases referred to LACCSO is changed from three to two copies.

AMENDMENTS: This Order amends Sections 4/218.51 and 5/5.2—88 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Juvenile Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

IV. PERSONNEL COMPLAINT STATISTICAL INFORMATION, FORM 1.19—REVISED.

This Order revises the Personnel Complaint Statistical Information form to accommodate entry into an automated system and to allow the use of one form for up to three employees involved in the same incident.

- A. **Completion.** One form shall be prepared for one to three employees involved in the same personnel complaint. Additional forms shall be used if more than three employees are involved. When four or more employees are involved, only Sections 2 and 3 of the additional forms shall be completed.

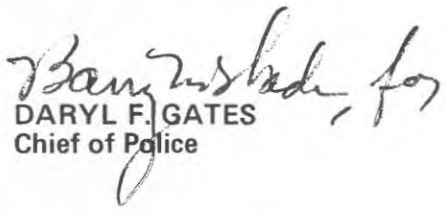
Sections 1, 2, and 3 shall be completed by the investigating division. Section 4 shall be completed by Internal Affairs Division.

Exception: This form is not required when the complaint is failure to qualify, failure to appear in court, being late for court, or a preventable traffic accident.

FORM AVAILABILITY: The revised Form 1.19 is available at Supply Division and shall be ordered without delay. Upon receipt of the revised forms, the present forms shall be bundled and marked "Obsolete—Destroy" and returned to Supply Division.

AMENDMENT: This Order amends Section 5/1.19 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

SEPTEMBER 20, 1985

SUBJECT: NOTIFICATION OF PENDING CHARGES AGAINST OUT-OF-COUNTY OR FEDERAL PRISONERS

PURPOSE: A recent Court of Appeals decision requires that out-of-county or federal prisoners be notified of charges pending against them in Los Angeles County. This Order establishes procedures for ensuring that notifications are made.

PROCEDURE:

Investigating officers who become aware that a person against whom a criminal complaint has been filed or an indictment returned is in custody outside of Los Angeles County, or in federal custody, shall:

- * Obtain a certified copy of the arrest warrant from the Watch Commander, Records and Identification Division; and,
- * Mail the certified copy of the arrest warrant to the person in charge of the detention facility where the defendant is in custody.
- * If no warrant is on file, attempt to obtain a warrant through established procedures and, if issued, mail a certified copy to the appropriate detention facility.

Note: The Warrant Services Unit, Records and Identification Division, shall be responsible for notifying out-of-county or federal prisoners of outstanding misdemeanor or traffic warrants issued by the Los Angeles Municipal Court.

Questions regarding extradition of out-of-county or federal prisoners shall be resolved by the Office of the District Attorney, Extradition Services Section.

AMENDMENTS: This Order amends Sections 4/725.08 and 4/725.20 of the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau and the Commanding Officer, Bureau of Special Investigation, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL J. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

SEPTEMBER 27, 1985

SUBJECT: REQUESTING THE SEALING OF ARREST RECORDS—REVISED

PURPOSE: This Order revises the procedures for sealing of arrest records in those instances where the subject of an arrest has been determined to be "factually innocent." When in the course of a criminal investigation it is determined that an arrestee is "factually innocent," the investigating officer should notify the arrestee that the Department may be petitioned to seal the arrest record. Although not mandated by law, our commitment to service compels this notification and will ensure that the rights of all persons are protected.

PROCEDURE:

- I. INVESTIGATING OFFICER'S RESPONSIBILITY.** When in the course of an investigation it is determined that an arrestee is "factually innocent," the investigating officer shall record that information on an Investigator's Final Report, Form 5.10, or, if the charge does not require a Form 5.10 (i.e., most misdemeanors), complete a Follow-up Report, Form 3.14, supporting that determination.

An investigating officer shall also conduct an investigation to determine if an arrestee is "factually innocent" when notified by Records and Identification Division of the Department's receipt of a Citizen's Petition to Seal and Destroy Arrest Records (BCID 8270) and no investigative determination has been made. (Should it then be the investigating officer's conclusion that the individual arrested was "factually innocent," the investigator shall initiate a Form 5.10 or Form 3.14, as appropriate.)

An individual may be deemed to be "factually innocent" when:

- * Mistaken identity has been clearly established; or,
- * No crime was found to have occurred.

When a complaint has been issued by the responsible City or District Attorney's Office, but has not been filed with the concerned court, the investigating officer shall inform the respective City or District Attorney that the arrestee has been determined to be "factually innocent" and request that the complaint be withdrawn. The name of the approving City or District Attorney, together with a statement indicating the withdrawal of the complaint, shall be included on the Form 5.10 or 3.14.

- II. RECORDS AND IDENTIFICATION DIVISION WATCH COMMANDER'S RESPONSIBILITIES.** The Watch Commander, Records and Identification Division, upon receipt of a Petition to Seal and Destroy Arrest Records (BCID 8270) from a requesting citizen, shall:

- * Confirm that an investigative determination of "factually innocent" was made. In the absence of a documented investigative determination, conduct an inquiry into the circumstances of the arrest. Unless the inquiry supports a determination of "factually innocent," the petition shall be denied.
- * If presented with circumstances which could indicate that a finding of "factually innocent" may be justified, contact the concerned investigating unit, if one has been assigned.
- * Submit the petition to the Commanding Officer, Detective Services Group, for a final determination when Records and Identification Division and the investigating officer do not agree on the investigative determination.
- * Obtain the concurrence of the responsible City or District Attorney when the Petition is approved.

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- * Cause the removal of the concerned arrest record from the regular Department files.
- * Provide the petitioner with a written declaration indicating that a finding of "factually innocent" was made and that the concerned arrest record has been sealed pending destruction.

III. COMMANDING OFFICER, DETECTIVE SERVICES GROUP-RESPONSIBILITY. The Commanding Officer, Detective Services Group, shall make the final determination when Records and Identification Division and the investigating officer do not agree on the investigative determination.

FORM AVAILABILITY: Records and Identification Division maintains a supply of Petition to Seal and Destroy Arrest Records Forms (BCID 8270). All requests for the form shall be referred to Records and Identification Division.

AMENDMENT: This Order amends Section 3/408.22 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL R. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

OCTOBER 4, 1985

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. BOOKING LARGE QUANTITIES OF NARCOTICS—REVISED.** Officers of this Department have recently been confronted with new synthetic "designer" drugs which pose a danger if handled improperly. Even under controlled conditions employees must use caution to avoid accidental contamination by these new dangerous drugs. In order to minimize unnecessary exposure and handling of these new drugs, this Order cancels the requirement for employees to separately package samples when booking narcotics in powder or pill form.

Samples shall no longer be separated or packaged separately when booking narcotics in powder or pill form.

AMENDMENT: This Order amends Section 4/540.70 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Scientific Investigation Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. CARE AND CUSTODY OF ARRESTEE'S PROPERTY RECEIVED FROM OUTSIDE AGENCIES.** A recent incident occurred in which an arrestee's property was mishandled by an outside agency, resulting in an investigation involving transporting officers from this Department. This Order requires officers to ensure that the arrestee's property is accounted for prior to transporting the arrestee.

Prior to accepting custody of an arrestee from an outside agency, officers shall ensure that the arrestee's property is properly inventoried. Officers accepting custody of an arrestee with personal property from an outside agency shall:

- * Ensure that the arrestee inventories all personal property and notifies the outside agency jailer of any discrepancy prior to the arrestee signing for the property;
- * Request that the arrestee's property be placed in a sealed bag or container; and,
- * Whenever practicable, ensure that the arrestee and the property are not separated prior to booking into Department facilities.

When a discrepancy is disclosed as a result of the arrestee's inventory of the personal property, the transporting officers shall:

- * Ensure that a supervisor of the agency having custody of the arrestee has been notified of the discrepancy; and,
- * Telephonically notify their Area watch commander of any discrepancy not resolved by the outside agency supervisor and the arrestee.

AMENDMENT: This Order adds Section 4/645.11 to the Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each geographic operations bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

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III. SUPPLEMENTAL CHARGE AUTHORIZATION FOR PAROLE OR PROBATION VIOLATORS—REVISED. Current Manual provisions require that a teletype be sent to the Department jail facility housing an arrestee when a parole or probation officer requests a "hold." However, no provision exists to ensure that a teletype is sent or that additional forms required are completed. This Order revises those procedures.

The watch commander of a Department jail facility receiving a telephonic request for a parole or probation "hold" on a person confined at the facility shall verify that a Supplemental Charge Authorization Teletype has been received by the custodial jailer within one (1) hour of the hold. If the teletype has not been received, the watch commander shall contact the person making the original notification and determine the status of the teletype or if the hold is to be cancelled.

Note: The teletype shall be sent to the Area/division of custody in accordance with Manual Section 4/165.06.

Upon receipt of the Supplemental Charge Authorization Teletype, the concerned watch commander of the jail facility shall:

- * Cause a Supplemental Charge Record, Form 5.8, to be completed for the parole or probation hold; and,
- * Ensure that an *additional* Disposition of Arrest and Court Action, Form 5.9, is completed and attached to the custody record.

Note: The Form 5.9 shall follow the arrestee to court.

AMENDMENTS: This Order amends Sections 4/646.15 and 5/5.9 of the Department Manual.


AUDIT RESPONSIBILITY: The commanding officer of each geographic bureau and the Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

IV. DEFERMENT OF HOLIDAYS FOR SWORN EMPLOYEES ON WORKERS' COMPENSATION STATUS—REVISED. The recent settlement of a lawsuit requires that current procedures regarding the deferment of holidays for sworn employees on workers' compensation status (IOD and state-rate) be revised. This modification will ensure that those employees on workers' compensation status are not penalized as a result of their duty related illness or injury and are able to retain the full complement of workers' compensation pay to which they are entitled per illness or injury. This Order cancels the deferment of holidays for sworn employees who are on IOD status.

When a sworn employee is on workers' compensation status, including IOD and state-rate, days off in lieu of a holiday shall be scheduled in the assigned deployment period. Days off in lieu of a holiday shall not be deferred to subsequent deployment periods.

AMENDMENTS: This Order amends Sections 3/702.30 and 3/705.40 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Operations Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

OCTOBER 11, 1985

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department and Tactical Manuals.

PROCEDURE:

- I. **ATTEMPT GRAND THEFT AUTO (GTA) REPORTING.** Since Attempt GTA s are not entered in the Stolen Vehicle System, most of the information recorded on the Vehicle Investigation, Form 3.7, serves no useful purpose. This Order requires that Attempt GTA incidents be reported on a Preliminary Investigation Report (PIR), Form 3.1.

A. **Attempt GTA Reporting.** Attempt GTA s shall be reported on a PIR.

- * **DR Number.** The DR number for an Attempt GTA report shall be obtained from the Area/division record unit. The requirement to notify the Vehicle Information Processing Unit, Records and Identification Division, regarding an Attempt GTA is cancelled.
- * **Distribution.** In addition to normal distribution, a copy of a PIR reporting an Attempt GTA shall be forwarded to Burglary-Auto Theft Division.

AMENDMENTS: This Order deletes Section 4/220.30 and amends Sections 5/030.66, 5/3.1, and 5/3.7 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with Manual Section 0/080.30.

- II. **RETENTION OF RECORDED TAPES—REVISED.** In 1981, the City of Los Angeles enacted a comprehensive records retention program which requires City/public records to be retained for at least ten years. Recordings related to the conduct of the public's business are included in the definition of public records. This Order revises procedures for retention of recorded tapes.

A. **Recording Tape Coordinator—Responsibilities.** The Area/division Recording Tape Coordinator shall forward recorded tapes no longer required for any ongoing investigation to Scientific Investigation Division for storage.

Note: Recordings of radio or telephone conversations recorded routinely on a daily basis by Communications Division shall be retained for a period of 15 months in accordance with Section 12.3(b) of the Los Angeles City Administrative Code.

B. **Electronics Section, Scientific Investigation Division—Responsibilities.** The Electronics Section, Scientific Investigation Division, shall retain recorded tapes in accordance with the Los Angeles City Administrative Code, Section 12.3.

AMENDMENTS: This Order amends Sections 3/569.20 and 3/569.40 and deletes Section 3/569.30 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Scientific Investigation Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

DISTRIBUTION "A"

OCTOBER 11, 1985

III. PERSONNEL COMPLAINT INDEX, FORM 1.80—REVISED PROCEDURES. This Order amends procedures relating to the Personnel Complaint Index, Form 1.80.

A. Use of Form. The Personnel Complaint Index is used:

- * To inform commanding officers of the initiation or change in status of a personnel complaint; and,
- * To notify commanding officers and accused employees of the final disposition of a personnel complaint.

B. Completion. The Personnel Complaint Index is initiated by Internal Affairs Division (IAD). A commanding officer notifying an employee of the final disposition of a personnel complaint shall ensure the employee initials the Personnel Complaint Index in the space provided.

Note: The Personnel Complaint Index has been revised to accommodate these procedures.

C. Distribution. Original — Concerned Area/division.
1 — Concerned Bureau.

All Personnel Complaint Index forms shall be returned to IAD at the conclusion of a personnel complaint investigation, or if used to notify an employee of the complaint disposition, by the return date on the form. Copies of the Complaint Index forms shall not be permanently retained or filed by any entity other than IAD.

AMENDMENT: This Order amends Section 5/1.80 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Affairs Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


12/1/86 (audited)

IV. TACTICAL MANUAL AMENDMENT. Field Commanders requiring ongoing air support for field operations shall request a dedicated helicopter by contacting the Air Support Division (ASD) Watch Commander directly or through the Emergency Control Center (ECC), if activated. Whenever appropriate, the ASD Watch Commander will assign aircraft and crew to a Field Commander. Those aircraft will not be diverted to other missions without the approval of the Field Commander or appointed designee.

The Commanding Officer, Uniformed Services Group, will prioritize multiple requests for aircraft unless a Field Task Force Commander has been designated, in which case the Field Task Force Commander will set the priorities.

ASD will provide an on-site Air Liaison Officer (ALO) whenever aircraft are assigned to a Field Command Post and are conducting flight operations from a nearby landing zone, or when an ALO is specifically requested by the Field Commander. The ALO will act as an adviser to the Field Commander and will also serve as Flight Safety Officer.

AMENDMENTS: This Order amends Sections D/015.02, D/015.03, and D/015.04 of, and adds Section D/015.02.5 to, the Tactical Manual.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

OCTOBER 18, 1985

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

- I. TEMPORARY RESTRAINING ORDERS—REVISED.** Special Order No. 13, 1984, Temporary Restraining Orders, revised procedures for the control and enforcement of all Temporary Restraining Orders (TROs) received by this Department. However, the Department has an established policy of maintaining a position of impartiality at the scene of a labor dispute. This Order requires officers to contact Labor Relations Division before taking any action on a TRO at the scene of a labor dispute.

When officers are presented with a TRO at the scene of a labor dispute, they shall contact Labor Relations Division before taking any enforcement action on the TRO.

AMENDMENT: This Order amends Section 4/216.03 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Labor Relations Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- II. STAFF RADIO UNIT DESIGNATIONS.** This Order revises staff radio unit designations used within the Office of the Chief of Police.

Radio unit designations of personnel assigned to the Office of the Chief of Police are revised as follows:

RADIO UNIT DESIGNATION	ASSIGNMENT
* Staff Security 1	Chief's Driver
* Staff Security 2	Chief's Driver
* Staff Security 3	Chief's Driver (alternate)
* Staff 1A	Chief of Staff
* Staff 1E	Anti-Gang Enforcement Coordinator
* Staff 1G	Administrative Commander

Note: When the Chief of Police is present, the Chief's driver shall use the designation "Staff 1".

AMENDMENT: This Order amends Section 4/110.10 of the Department Manual.

- III PRETRIAL DESTRUCTION OF CONTROLLED SUBSTANCES—REVISED.** Effective January 1, 1985, Section 11479 was amended and Section 11479.2 was added to the Health and Safety Code to clarify ambiguities in the law governing the collection of "representative samples" of large quantities of controlled substances, and the destruction of the controlled substances. This Order amends Special Order No. 28, 1984, Section II, Notification of Pretrial Destruction of Controlled Substances—Revised.

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OCTOBER 18, 1985

Prior to any destruction of a controlled substance, Narcotics Division shall, in addition to current requirements, comply with the provisions of Section 11479.2 of the Health and Safety Code.

AMENDMENT: This Order amends Section 4/565.43 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Bureau of Special Investigation, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

- IV. PROCEDURES REGARDING SEIZURE OF ASSETS RELATED TO DRUG TRAFFICKING.** On January 1, 1984, legislation expanded the provisions of California's asset forfeiture law. The legislation provides that all raw materials, products, and equipment of any kind which are used, or intended for use, in manufacturing, compounding, processing, delivering, importing, or exporting any controlled substance are subject to forfeiture. The amended law permits law enforcement agencies to seek reimbursement from forfeiture proceedings for investigation-related expenses.

This Order establishes procedures to be followed by officers in conjunction with seizure/forfeiture proceedings.

- A. **Conveyance Seizure Coordinator, Narcotics Division, Responsibilities—Expanded.** The Conveyance Seizure Coordinator is retitled Forfeiture Coordinator. The duties of the Forfeiture Coordinator, Narcotics Division, are expanded to include:

- * Disposition of any seized asset related to controlled substances trafficking; and,
- * Maintaining liaison with the Forfeiture Unit, District Attorney's Office, for advice on issues related to asset seizure/forfeiture.

- B. **Officers Seizing Property Subject to Forfeiture—Responsibility.** Officers who seize property for forfeiture in accordance with Section 11470 of the Health and Safety Code shall notify the Forfeiture Coordinator, Narcotics Division.

AMENDMENTS: This Order amends Section 2/820.08 of, and adds Section 4/201.65 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Narcotics Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

OCTOBER 25, 1985

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in the Department Manual.

PROCEDURE:

I. MANDATORY REFERRAL OF EMPLOYEES INVOLVED IN SERIOUS INJURY OR FATALITY INCIDENTS—REVISED. Special Order No. 33, 1984, Mandatory Referral of Employees Involved in Serious Injury or Fatality Incidents, established a time period for the mandatory referral and assessment of employees involved in a serious injury or fatality incident. An evaluation of the directive, since its inception, has indicated that the procedure did not allow adequate flexibility in the scheduling of employees to report to Behavioral Science Services Section. This Order revises the time period in which the notification is to be made to Behavioral Science Services Section in serious injury or fatality incidents.

A. Commanding Officer—Responsibility. The commanding officer of an employee who is a participant in an incident resulting in a serious injury or fatality shall:

- * Notify Behavioral Science Services Section within *two* administrative working days of the incident; and,
- * Schedule an appointment with Behavioral Science Services Section for the employee.

B. Behavioral Science Services Section—Responsibility. Behavioral Science Services Section shall schedule an appointment with the involved employee as soon as practicable.

AMENDMENTS: This Order amends Sections 2/510.08 and 4/245.15 of the Department Manual.

AUDIT RESPONSIBILITY: The Director, Behavioral Science Services Section, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. UNDESIRABLE INFORMANT FILE—REVISED. This Order establishes procedures for recording certain inquiries into the Undesirable Informant File maintained by the Office of Special Services.

Whenever an officer queries the Undesirable Informant File and there is an entry under the informant's name, the Office of Special Services shall record the following information on the appropriate Office of Special Services forms:

- * The name and assignment of the officer requesting information;
- * The type of investigation;
- * Whether or not the undesirable informant is to be used; and,
- * The name and assignment of the staff officer approving the use of the undesirable informant.

AMENDMENT: This Order amends Section 4/733.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Director, Office of Special Services, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

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OCTOBER 25, 1985

III. REQUESTING DENTAL RECORDS ON MISSING JUVENILES—REVISED. Assembly Bill (AB) 1111, effective January 1, 1985, allows law enforcement agencies to obtain dental records on a missing juvenile when the juvenile is missing under suspicious circumstances. This Order implements the provisions of AB 1111.

When the detective assigned a missing juvenile investigation determines that the juvenile is missing under suspicious circumstances, a copy of the Request to Release Dental Records, DOJ Form SS 8402, shall be immediately provided to the family member who reported the juvenile missing.

Note: The family member shall be instructed to obtain the dental records as soon as possible and return them immediately to the assigned detective.

When there is no family member willing or able to secure the dental records, the detective shall complete a Declaration for Release of Dental Records, Temp. No. 209, in triplicate, deliver a copy to the dentist, and obtain the records.

When the missing juvenile's dental records have been obtained, the detective shall so indicate on the Missing Person Investigation, Form 3.16, and forward a copy of the Form 3.16 with the original of the dental records to the Missing Persons Unit, Department of Justice, within 24 hours. The original Declaration for Release Form and a copy of the dental records shall be maintained in the detective's case package.

AMENDMENT: This Order amends Section 4/712.10 of the Department Manual.

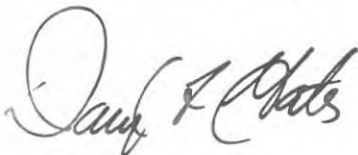
AUDIT RESPONSIBILITY: The Commanding Officer, Juvenile Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

IV. POLICE RESERVE CORPS REGULATORY COMMITTEE—REVISED. This Order expands the membership of the Police Reserve Corps Regulatory Committee to include a reserve officer from the Office of Operations.

The membership of the Police Reserve Corps Regulatory Committee is expanded to include:

- * One reserve officer from the Office of Operations to be selected by the Department Reserve Corps Coordinator. The reserve officer's membership is limited to one year.

AMENDMENT: This Order amends Section 2/093.60 of the Department Manual.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

NOVEMBER 1, 1985

SUBJECT: VICTIM'S SUPPLEMENTAL PROPERTY LOSS REPORT PROCEDURE — AMENDED

PURPOSE: In many instances a Victim's Supplemental Property Loss Report, Form 3.4, lists items previously reported in the Preliminary Investigation Report (PIR), Form 3.1. This requires detectives to complete a Follow-Up Investigation, Form 3.14, to delete such items from automated systems. This Order allows detectives to use the Victim's Supplemental Property Loss Report to delete items previously listed on a PIR.

PROCEDURE:


- I. **VICTIM'S SUPPLEMENTAL PROPERTY LOSS REPORT—REVISED.** The Victim's Supplemental Property Loss Report, Form 3.4, is revised. The "For Detective Use Only" space has been expanded to allow for the deletion of items from automated systems, and a "Work Folder" box has been added to provide space for the case control number.
- II. **SUPPLEMENTAL LOSS PROCEDURE—AMENDED.** When a Supplemental Report duplicates items already reported on the PIR, the detective shall either:
 - * Line out those items on the Supplemental Report if the description is no better than on the PIR; or,
 - * If the items are better described than on the PIR, reenter them into automated systems by completing the information under "For Detective Use Only"; i.e., Item Numbers and Total Value Deleted. These items on the Supplemental Report shall then be numbered the same as they were on the PIR.

The "Total Loss on This Report" shall always be entered. It is the total value of *all* items on the Supplemental Report.

FORM AVAILABILITY: The revised Victim's Supplemental Property Loss Report is available at Supply Division.

AMENDMENTS: This Order amends Sections 5/3.4 and 5/3.14 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Automated Information Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 25

NOVEMBER 8, 1985

SUBJECT: REORGANIZATION OF COMMUNICATIONS DIVISION

PURPOSE: The Emergency Command Control Communications System (ECCCS) has been implemented Department-wide which eliminates the need for the ECCCS Review Authority and the ECCCS Division. The implementation of the ECCCS has created new functions and has made other functions obsolete. This Order reorganizes Communications Division to include ECCCS as a Section; deactivates ECCCS Division and the ECCCS Review Authority; and transfers certain functions from Communications Division to Jail Division and Central Area.

PROCEDURE:

I. ECCCS DIVISION AND ECCCS REVIEW AUTHORITY—DEACTIVATED. The Emergency Command Control Communications System Division and the ECCCS Review Authority are deactivated.

II. COMMUNICATIONS DIVISION—REORGANIZED. Communications Division is composed of:

- * Office of the Commanding Officer;
- * Emergency Command Control Communications System (ECCCS) Section; and,
- * Central Dispatch Center.

III. COMMUNICATIONS DIVISION—FUNCTIONS. Communications Division is responsible for the following additional responsibilities:

- * Operating the 9-1-1 and 7-digit systems for telephonic requests for emergency police service.
- * Developing, maintaining, and operating the automated communications and dispatching system.
- * Maintaining contact with the Department of Motor Vehicles via electronic communications devices.
- * Monitoring certain Department radio frequencies on a 24-hour basis.

The following responsibilities are cancelled:

- * Maintaining complaint board facilities.
- * Maintaining radio contact with the Department of Motor Vehicles.
- * Publishing a quarterly report on radio frequency abuse.

IV. COMMUNICATIONS DIVISION—SPECIAL DUTIES. Communications Division is responsible for the following additional special duties:

- * **Information and Report Office.** Preparing telephonic crime reports and providing telephonic information to the public regarding law enforcement activities.
- * **Burglar Alarm Checks.** Periodically checking the performance of burglar alarm boxes in the Central Dispatch Center which are directly connected to various commercial and government buildings.
- * **Status Reports.** Preparing periodic reports regarding the status of ECCCS for presentation to the Mayor and City Council.
- * **Trust Fund.** Administering the ECCCS Trust Fund.
- * **Training.** Providing training on computer-aided dispatching to sworn and civilian personnel as required.

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The following special duties are cancelled:

- * **Sig-Alert Broadcasts.** Determining the necessity of, and transmitting sig-alert broadcasts, as required.
- * **Street Index.** Maintaining a current Municipal Street Index.
- * **Time and Identification Broadcasts.** Periodically broadcasting the time and Department call letters.
- * **Clocks and Number-Stamping Devices.** Maintaining divisional master clocks, time clocks, and number-stamping devices.
- * **Public Information and Report Counters.** Provide staffing for Parker Center information and report counters.
- * **Radio Message Logs.** Searching radio message logs for investigations.

Note: Tape recordings are still maintained and searched as required for investigations and presentations in court.

V. JAIL DIVISION AND CENTRAL AREA—FUNCTIONS. The following duties are transferred from Communications Division to Jail Division:

- * **Security.** Providing security for Parker Center.
- * **Fire Warden.** Assuming Parker Center Fire Warden responsibilities.

The following duties are transferred from Communications Division to Central Area:

- * **Security.** Providing security for the City Treasury Office.
- * **City Council Master-at-Arms.** Providing the City Council Master-at-Arms.

AMENDMENTS: This Order amends Sections 2/064, 2/307.01, 2/307.60, 2/307.64, 2/640.01, 2/640.05, 2/640.15, 2/660, 2/907.11, 2/907.20, 2/1124.01, 4/110.20, and deletes Sections 2/091.25, 2/307.65, 2/640.25, and 2/650 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Communications Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 26

NOVEMBER 15, 1985

SUBJECT: DESIGNATION OF BUILDING SERVICES COORDINATOR

PURPOSE: An increase in the number of requests for repairs to Department facilities has created a need to coordinate and consolidate building repair requests and maintenance reporting procedures, and to assign follow-up responsibilities to Department entities. This Order requires commanding officers to designate Building Services Coordinators and establishes coordination and accountability procedures for the maintenance of Department facilities.

PROCEDURE:

- I. BUILDING SERVICES COORDINATOR.** Commanding officers of each Department entity shall designate a Building Services Coordinator for facilities used by their personnel. Common areas within Department buildings are the shared responsibility of the respective Building Services Coordinators.

Exception: The Commanding Officer, Fiscal Support Bureau, shall designate a Building Services Coordinator for the sixth floor of Parker Center.

- II. BUILDING SERVICES COORDINATOR—RESPONSIBILITIES.** The Building Services Coordinator shall:

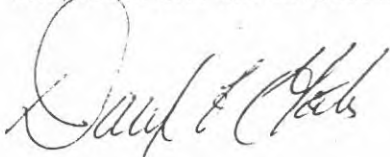
- * Establish liaison with the Building Services Liaison, Supply Division;
- * Conduct regular inspections of assigned areas for problems and preventive maintenance needs;
- * Telephonically notify the Building Services Liaison, Supply Division, extension 5-2906, when requesting emergency building services, and maintain a log of all such requests;

Note: When Supply Division is closed, requests for emergency repairs or janitorial services which are not provided by orderlies shall be reported to Building Maintenance and Operations Division, Department of General Services, at extension 5-3367.

- * Initiate written requests for non-emergency building services to the Commanding Officer, Supply Division;
- * Retain the active Building Repair or Service Requests, Form General 113, received from the Building Services Liaison until the requested services are completed; and,
- * Upon verifying the completion of the requested services, sign and forward the completed Form General 113 to Supply Division.

AMENDMENTS: This Order amends Sections 3/540.15 and 3/540.30 of, and adds Section 3/541 to, the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Support Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

NOVEMBER 22, 1985

SUBJECT: BUREAU COMMENDATION

PURPOSE: There are many acts performed by Department employees or units which deserve official recognition but do not meet the existing criteria of major commendations. Thus an additional commendation category is necessary to ensure that deserving employees or units receive their just recognition. This Order establishes the category of Bureau Commendation and requires commanding officers to use the Commendation Report, Form 1.18, when acknowledging employees for receiving four minor commendations within a 12 month period.

PROCEDURE:

I. BUREAU COMMENDATION—ACTIVATED. Bureau Commendation may be conferred upon:

- * Employees who distinguish themselves by performing in stressful situations with outstanding tactics and/or judgment, but to a lesser degree than required for the Police Star.
- * Employees who distinguish themselves by performing outstanding service similar to, but to a lesser degree than required for the Police Meritorious Service Medal.
- * Organizational units functioning as a team for action similar to, but to a lesser degree than required for the Police Meritorious Unit Citation.

The award consists of a Commendation Report, Form 1.18, signed by the concerned bureau commanding officer. It is awarded by the employee's bureau commanding officer in the name of the Department at an appropriate presentation.

A. Bureau Commanding Officer—Responsibility. Bureau commanding officers receiving an approved Commendation Report, Form 1.18, shall review the report and may confer the Bureau Commendation without forwarding the Form 1.18 to the Commendations Board.

B. Commendations Board—Responsibility. Upon receiving an approved Commendation Report, Form 1.18, the Commendations Board shall evaluate the circumstances and recommend the most appropriate award category. The Form 1.18 shall be returned to the bureau of origin, for appropriate presentation, if classified as a Bureau Commendation.

Note: This Order does not affect the routing of the Commendation Report, Form 1.18, when recommending a Police Star, Police Meritorious Service Medal, Police Meritorious Unit Citation, or higher award.

II. REPORTING MINOR COMMENDATIONS—REVISED. Commanding officers shall use the Commendation Report, Form 1.18, when acknowledging an employee who receives four minor commendations within a 12 month period. A brief synopsis of each commendation shall be included in the report with copies of the four completed commendations attached as addenda.

III. COMMENDATION REPORT, FORM 1.18—REVISED. The Commendation Report, Form 1.18, has been revised to include the Bureau Recognition category. The existing stock of Forms 1.18 shall be used until the revised form becomes available at the next routine printing.

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NOVEMBER 22, 1985

AMENDMENTS: This Order amends Sections 2/092.20, 3/756, 3/756.30, and 3/756.35 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 28

DECEMBER 13, 1985

SUBJECT: TRANSFER OF RESPONSIBILITY—LOS ANGELES DEPARTMENT OF TRANSPORTATION

PURPOSE: On May 22, 1985, a Memorandum of Agreement between the Los Angeles Police Department and the Los Angeles Department of Transportation (LADOT) was approved to transfer the civilian traffic officer and school crossing guard functions to LADOT. This Order revises the Manual in accordance with the agreement and permits LADOT personnel to book property into the Police property system. Additionally, the responsibility for obtaining permanent DR numbers for vehicle reports using self-generated DR numbers has been assigned to the Area Vehicle Coordinator.

PROCEDURE:

I. TRANSFER OF RESPONSIBILITIES. Due to the Memorandum of Agreement between the Los Angeles Police Department and the Los Angeles Department of Transportation (LADOT), the responsibilities for the functions of the civilian traffic officers and school crossing guards are transferred to LADOT.

II. PROPERTY REMOVED FROM IMPOUNDED VEHICLES—LOS ANGELES DEPARTMENT OF TRANSPORTATION (LADOT) RESPONSIBILITIES. Los Angeles Department of Transportation employees shall be permitted to book property removed from impounded vehicles into the Department's property system under the following conditions:

- * Property is in plain sight and is estimated by the employee to have a market value of more than \$50 per item or to have a total value of more than \$100; and,
- * The items cannot be secured in the driver's compartment, glove box, or trunk.

The LADOT employee shall be responsible for the completion of the property report and the proper packaging of the item(s) to be booked.

Note: Items deemed to be of evidentiary value shall be booked by a sworn employee.

III. SELF-GENERATED DR NUMBERS—AREA VEHICLE COORDINATOR RESPONSIBILITY. The Area Vehicle Coordinator shall ensure that the "self-generated DR numbers" receptacle in the watch commander's office is checked daily and all vehicle investigations contained therein are correctly processed. The Area Vehicle Coordinator shall ensure that a permanent vehicle impound DR number is obtained, within 48 hours after the time of impound (excluding weekends), from the Vehicle Impound Processing Unit (VIPU) for all vehicles at the Official Police Garage.

If a DR number from a related report is to be assigned to a Vehicle Investigation, Form 3.7, VIPU shall be apprised of all pertinent information regarding the impound.

IV. CANCELLATION OF CITATIONS ISSUED ON DEPARTMENT VEHICLES BY THE LOS ANGELES DEPARTMENT OF TRANSPORTATION. Citations issued on Department vehicles by LADOT employees may be cancelled when the vehicle was parked by a Department employee conducting City business. After determining that the employee was conducting City business, the commanding officer of the employee receiving the citation shall forward the citation and a letter to the Parking Administrator, LADOT. The letter shall state that the employee was conducting City business at the time the citation was issued.

DISTRIBUTION "A"

DECEMBER 13, 1985

- V. **ABANDONED VEHICLE OR REQUEST FOR SERVICE, FORM 15.13—REVISED.** The Abandoned Vehicle or Request for Service, Form 15.13, has been revised to delete the abandoned vehicle portion.

FORM AVAILABILITY: The Form 15.13 will be revised at the next routine printing. Employees shall utilize the existing stock until the new forms are available.

AMENDMENTS: This Order adds Section 4/326.15 to; amends Sections 2/1036.10, 2/1036.20, 2/1115.02, 2/1124.01, 2/1125.03, 4/222.20, 4/222.35, 4/222.40, 4/222.60, 4/224.18, 4/226.25, 4/372.20, 4/384.20, 4/780.30, and 5/15.13 of; and deletes Sections 3/254, 3/254.05, 3/254.08, 3/254.10, 3/254.15, 3/254.20, 3/254.25, 3/254.30, 3/254.35, 3/254.40, 3/254.45, 3/254.50, 3/254.55, 3/254.60, 3/254.65, 3/254.70, 3/254.75, 3/254.80, 4/222.45, 4/224.19, 4/224.20, 4/318.50, 4/372.30, and 4/384.18 from the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officers of Property Division and Operations-Headquarters Bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"